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D101.6/7: 510-121-7327-A

TEC 145

ACCEPTING AND PROCESSING INTERNATIONAL MAIL

TEC Lesson 510-121-7327-A
Revised September 1984

COMPLETED

ORIGINAL

PRODUCED BY
UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
FORT BENJAMIN HARRISON, INDIANA 46216-5590

STUDENT/SUPERVISOR INSTRUCTIONS, PRE-TEST/POST-TEST, AND ANSWER KEY ARE CONTAINED IN THIS BOOK

SEPTEMBER 1984

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READ THE STUDENT/SUPERVISOR INSTRUCTIONS CAREFULLY. BE SURE YOU UNDERSTAND THEM COMPLETELY BEFORE BEGINNING THE LESSON. PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "him," "his" and "men," when used in this publication, represent both the masculine and feminine genders, unless otherwise specifically stated.

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STUDENT/SUPERVISOR INSTRUCTIONS

TYPE OF LESSON

- Administration, postal

AUDIENCE

- 71LF5, Postal Clerk
- Skill level 1/2

TRAINING OBJECTIVE

Soldiers completing this lesson should be able to:

- process articles of international mail.

MATERIAL/EQUIPMENT/PERSONNEL REQUIRED

- Lesson materials: Lesson book
- Pen or pencil and paper

TIME REQUIRED

- Individual: 1 hour 30 minutes
- Group: Not recommended

REFERENCES

- FM 12-71L1/2 (Tasks 121-005-1208 and 121-005-1211)
- International Mail Manual (IMM)
- Domestic Mail Manual (DMM)

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STUDENT INSTRUCTIONS

- Prerequisites: Before taking this lesson, you should have successfully completed TEC lessons 510-121-7362-A, 7301-A, 7303-A, 7304-A, 7305-A, 7307-A, 7309-A, 7311-A, 7312-A, 7315-A, 7315-J, 7320-A, 7322-A, 7324-A, 7325-A, and 7326-A.
- Take the Pre-test/Post-test. If you pass, you do not have to take the lesson.
- Make sure you have the materials required to complete the lesson.
- Take the lesson. Use a separate sheet of paper for the exercises. Do not write in this book.
- When you complete the lesson, take the Pre-test/Post-test again. If you do not pass, take the lesson again.

SUPERVISOR INSTRUCTIONS

- Make sure students have completed the prerequisites listed in the Student Instructions.
- Administer the Pre-test/Post-test to determine the need for the lesson. Responses to test questions must be made on a separate sheet of paper, not in the lesson book. To pass the test, a soldier must score at least 18 points.
- Make sure students have the materials required to complete the lesson.
- Administer the lesson to students who do not pass the Pre-test/Post-test. Remind them to write their responses to the exercises on a separate sheet of paper and not in the lesson book.
- Administer the Pre-test/Post-test to students who complete the lesson. Students who do not pass must take the lesson again.

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TEC LESSON 510-121-7327-A

Revised September 1984

Accepting and Processing International Mail

This test consists of one situation that covers every training objective of the lesson. This situation has a total value of 23 points. When you have completed the test, check your answers against the Pre-test/Post-test Answer Key on page 49. If you do not score at least 18 points, you must take the lesson-or take it again if you have already taken it. Write your responses on a separate sheet of paper. Do not write in this book.

SITUATION: On the following pages are two articles of international mail that have been presented for processing. Go through the steps shown on the checklist, pages 13 and 14 of this book, in the exact order they are given, for each article.

On the checklist, several of the steps have asterisks (*) to their left. On a separate sheet of paper, write the information that is determined at each of these points: i.e., the names and/or numbers of necessary forms, necessary endorsements, the class of the article, etc. *Label your answers* with the numbers of the checklist steps to which they belong. If there is no answer for a step that has an asterisk, put a dash (-) to the right of the step number on your paper. Note: You only need to indicate those endorsements made on the article. You do not need to indicate any endorsements made on the forms.

Because of the changing agreements and fees, *do not* use the current issue of the International Mail Manual (IMM). Use the extract of IMM provided on pages 15 through 47 of this book.

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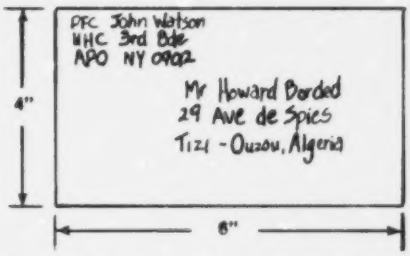
1. **The article is a sealed envelope and the patron has requested both Airmail and Registry services.**

   Contents: **Personal correspondence**

   Value: **None**

   Weight: **5 ounces**



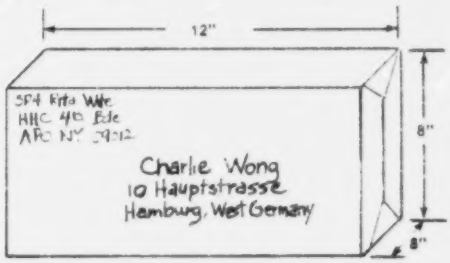
   Postage stamps are affixed by the patron.

2. The article is a sealed package and the patron has requested Insurance.

   Contents: 8 books and a completed mailing label

   Value: $56.00

   Weight: 10 pounds 8 ounces



   The next Insurance No. is: V14 348120

   A postage meter tape is affixed by the clerk.

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INTRODUCTION

The previous lessons on international mail have taught you the separate tasks that a mail clerk must perform in processing international mail. This lesson will teach you how these tasks are put together to process international mail as you would at the window, waiting on a patron.

This book contains a checklist that shows the steps you must take to process international mail. Using a copy of this checklist with the International Mail Manual (IMM), you should be able to process any article of international mail.

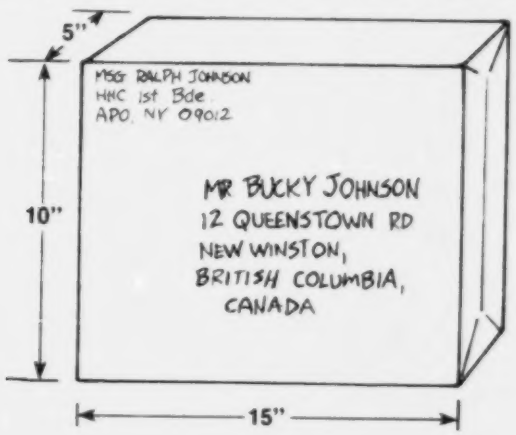
Open this book to the checklist on pages 13 and 14, and read through it completely. When you feel you are familiar with the process, return here.

Did you notice that the steps are grouped into seven sections? Some of the steps have asterisks (*) to their left. These mark steps where you must make a decision or perform a task based on obtained information. When you come to one of these steps while using the checklist, write on your separate sheet of paper the number of the step and the information you have collected at that step. If the step does not apply to the given situation, follow the number with a dash (-).

As mentioned above, you will need the IMM to obtain certain parts of the required information. For the purposes of this lesson, use the extract of the IMM contained on pages 15 through 47 of this book. Take a brief look at the extract, *do not* read it in detail, that will come later. Once you are familiar with the general layout of the extract, return here.

PROCESSING INTERNATIONAL MAIL

SITUATION: Assume you are a postal clerk at APO 09012 and that a patron has presented the *3 pound* package shown below for mailing.



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The first section of the checklist is:

DETERMINE ACCEPTABILITY OF CONTENTS

The first thing you should do is determine what the article contains. Then you should determine whether or not the contents can be mailed to the country of address.

Assume that the patron informs you that the article contains a *framed photograph*, and declares its value to be *$25.00*.

Step 1 tells you to turn to Table 2 of the IMM. Turn to Table 2 in the extract of the IMM now.

Table 2 is divided into four columns, each with a self-explanatory heading. Read the "NOTE:" at the top of the first column.

The numbers in the other three columns refer to the Part (paragraph) in the IMM or Domestic Mail Manual (DMM) that spells out the exact guidelines for the items listed in the first column.

However, Step 2 tells you to turn to the Individual Country Listings for the country of address, and Step 3 tells you to read the "Prohibitions and Restrictions" sections of the listing. These sections may counter Table 2's instructions and allow, for this particular country ONLY, the shipping of *generally* prohibited or restricted items. They may also prohibit or restrict items not included in Table 2.

Since neither the table nor the listing mentions photographs, framed or otherwise, as being prohibited or restricted, you may consider the patron's framed photograph as acceptable for mailing.

You are now ready to deal with the second, checklist section:

DETERMINE CLASSIFICATION OF ARTICLE

To what table of the IMM does Step 4 direct you? Turn to this table in the extract and follow the directions given in Steps 5 and 6.

To comply with Step 6, which has an asterisk, you should write on your paper: "6. Letter package, Parcel Post."

Now that you have determined for your patron the article's *possible* classifications, you may begin checklist section three:

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DETERMINE METHOD OF MAILING AND SPECIAL SERVICES

Step 7 tells you to determine what method of mailing is desired by the patron. Read the notation for this step. Caution the patron that rates for airmail service to certain countries can be very expensive, and that he could end up paying more for postage than the article's declared value. Step 8 directs you to determine what, if any, special services are desired by the patron.

For this situation, the patron requests the article be sent *airmail*, and be *registered*.

Up through Step 8, the article was still able to be sent as either a "Letter package" or "Parcel Post;" and as long as the article does not contain any personal correspondence, these choices are still open.

Letter packages come under the international mail class "Postal Union Mail." The Canadian listing for Postal Union Mail shows a rate chart under Letters and Letter Packages that does not specify whether it is for *Surface Mail* or *Airmail*. (Canada and Mexico are the ONLY countries that have this. Their rates for surface mail and airmail are the same. All other countries will show two separate charts, or a footnote that will tell you that one method or the other, most commonly airmail, is not available.)

So, airmail service to Canada is available for Postal Union Mail, and a look at the Parcel Post listing shows that airmail service is available for this class also. Both choices, then, are still open through Step 9a.

As directed by Step 9b, though, a look at the "Special Services" sections of both classes of mail reveals that registry service is available *only* for Postal Union Mail.

However, if the declared value of an article is greater than the maximum indemnity allowable for registry, and if the article is one that is still not specifically classified as Postal Union Mail, you should check the Parcel Post listing to see if *Insurance* service is available. If allowable, suggest the better coverage to the patron.

If the patron insists on registry, be sure to tell him that he will receive only the maximum indemnity, and no more, if the article is rifled, lost or damaged in the mails.

For section four, CHOOSE CLASS THE ARTICLE IS TO BE SENT, your response, based on the information from Steps 6, 7, 8 and 9, should be: "10. Postal Union Mail."

You are now ready for section five:

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CHECK CONDITIONS

Follow Steps 11 and 12 at this time. When you have finished, return here and continue with this lesson.

You should have turned to Table 3-2 in the IMM extract. There you should have found the minimums and maximums for size and weight allowable for this type of mail. The table also refers you to the specific parts of the IMM that detail the rates and the preparation requirements.

Under the heading "Forms Required" the table indicates the use of Form 2976 and/or Form 2976-A. Following Step 13 you find that there are no other special notations about required forms in the Postal Union mail listing for Canada. Because the package contains dutiable items that are valued at less than $120.00, and the patron has not expressed the desire to prevent the disclosure of the contents, your response to Step 13 should be: "13. 2976."

Following Step 14, you should find that a *Form 3806, "Registered Mail Receipt"* is needed, and your response should be: "14. 3806."

DETERMINE POSTAGE RATES AND FEES

In Step 9a, you learned that letter packages going to Canada use the same rates for surface mail and airmail.

Your response to Step 15, then, should be: "15. $4.56."

After reading the special service rate notation for registry, your response to Step 16 should be: "16. $3.25." Since there were no additional special services requested, you would proceed to the final checklist section:

COMPLETE THE TRANSACTION

The amount you collect from the patron is a *total* of the postage and the additional fees for *each* special service. Your response to Step 18 should be: "18. $7.81."

To complete Step 19 for this situation, you ask the patron to affix stamps.

Using the extract of the IMM, read the notation about "Marking and Endorsing" in Table 3-2. Part 1 tells you to have the sender add the endorsement "LETTER" or "LETTRE" to the address side of any article that can be mistaken for an article of another class. According to Step 6, the package in this situation could be mistaken for an article of Parcel Post mail.

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Part 2 tells you to affix "Label 19" to articles being sent airmail.

A look through the registry section of Chapter 4 of the IMM shows that you are to affix "Label 200" to an article that is registered.

The Individual Country Listing for Canada does not indicate any further endorsements or alterations of endorsements, so your response to Step 20 should be: "20. LETTER or LETTRE, Label 19 and Label 200."

Since you had the patron affix stamps to cover the postage, your response to Step 21, because the article is registered, should be: "21. Double Oval."

Finally, Chapter 4 of the IMM also directs you to postmark all intersecting seams and flaps of the article. You do this by using your All Purpose Date Stamp (APDS). Your final response, to step 22, should be "22. APDS on all intersecting seams and flaps."

This completes the processing. You took care of all requirements for:

- The class of mail
- The country of address, and
- The special services.

You also collected for the postage and fees, cancelled the postage stamps, and postmarked the article. This process, which seems long at first, will shorten considerably on the job, when you get used to doing it. Remember to follow your copy of the checklist.

Your paper should have the following information on it:

6. Letter package, Parcel Post
10. Postal Union Mail
13. 2976
14. Form 3806
15. $4.56
16. $3.25
18. $7.81
20. LETTER or LETTRE, Label 19, Label 200
21. Double Oval
22. APDS on all intersecting seams and flaps

Take a couple of minutes to look over the checklist and the previous steps.

When you are ready, proceed to the Self-Evaluation Exercise.

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SELF-EVALUATION EXERCISE

Perform the steps shown in the checklist on pages 13 and 14 of this book for the article shown below. Go through the steps in the exact order they are given. When you have completed the exercise, check your responses with the Answers to Self-Evaluation Exercise on page 48.

On the checklist, several of the steps have asterisks (*) to their left. On a separate sheet of paper, write the information that is determined at each of these points. *Label your answers* with the numbers of the checklist steps to which they belong. If there is no answer for a step that has an asterisk, put a dash (-) to the right of the step number on your paper. Note: You only need to indicate those endorsements made on the article. You do not need to indicate any endorsements made on the forms.

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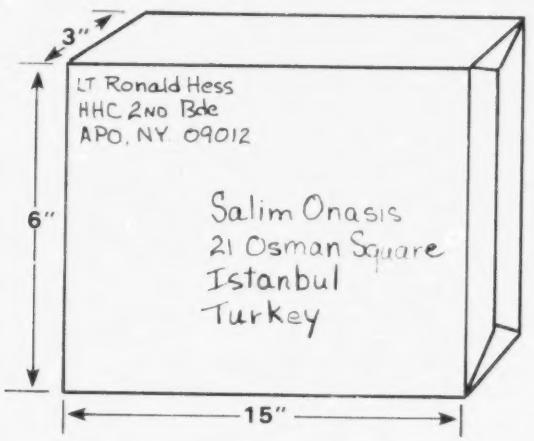
Contents: 1 shirt (a gift)
Value: $10.00
Weight: 1 pound

The article is accompanied by a Certificate of Origin attesting disinfection. The package is sealed.

The patron requests that it be sent by the least expensive surface rate.



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CHECKLIST FOR PROCESSING INTERNATIONAL MAIL

DETERMINE ACCEPTABILITY OF CONTENTS

1. Turn to Table 2 of the IMM to detemine whether the contents of the article are *generally* prohibited.
2. Turn to the Individual Country Listings for the country of address.
3. Read the "Prohibitions and Restrictions" sections for both the *Postal Union Mail* and *Parcel Post* to ensure that the contents are not *specifically* prohibited or restricted by the individual country.

DETERMINE CLASSIFICATION OF ARTICLE

4. Turn to Table 1 of the IMM. It shows the general differences among the types of Postal Union Mail and Parcel Post Mail.
5. Compare the weight and other characteristics of the article being mailed with the listings in the table.

* 6. Identify the class(es) under which the article could be sent, according to this table.

DFTERMINE METHOD OF MAILING AND SPECIAL SERVICES

7. Determine which method of mailing (airmail, fast and expensive or surface mail, slow and cheap) the patron wishes to use.
8. Determine whether or not the patron wants any special services.
9. Turn to the individual Country Listings in the IMM to determine: (read *all* applicable footnotes)
   a. If the method of mailing is available to the country of address.
   b. If the special service desired is available for that method of mailing.

CHOOSE CLASS THE ARTICLE IS TO BE SENT

*10. Choose, based on the list made for step 6, and the information determined in steps 7, 8, and 9. If there is still a choice of classes available, choose the least expensive method of mailing.

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CHECK CONDITIONS

11. Turn to Summary Condition Tables 3-1 through 3-8 and locate the table for the class of mail you have chosen.

12. Check the specific requirements and limitations to make sure article is acceptable for mailing.

*13. Turn to the Individual Country Listings. Check the "Forms Required" section under the applicable class of mail for whatever forms are necessary. (*Note*: PS Forms 2966 and 2972 are obsolete, use PS Form 2966-B in their place.)

*14. Check the forms portion of the "Preparation for Outgoing Mail" under each applicable special service section of Chapter 4 of the IMM.

DETERMINE POSTAGE RATES AND FEES

*15. Check the Individual Country Listings postage rate table for the selected class and method of mailing.

*16. Check the rate notation under the desired special service and determine any additional fee.

17. Follow step 16 for each special service requested.

COMPLETE THE TRANSACTION

*18. Collect the money for postage and fees.

19. Affix postage meter tape or have patron affix stamps.

*20. Check the applicable table and the footnotes under the applicable "Special Services" listing for any endorsement or changes of the standard endorsements for that service as shown in Chapter 4 of the IMM.

(If a postage meter tape is used, skip Step 21.)

*21. Cancel postage by hand using:

- *Double oval* on registered mail.
- *Bar cancellor* on all other mail.

*22. Postmark article with APDS.

a. On *registered* mail, at all intersecting seams or flaps.
b. On *insured* mail, at all intersecting seams, tears, and tape ends.

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EXTRACT FROM INTERNATIONAL MAIL MANUAL (IMM)

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Chapter 4
Special Services

410 What This Chapter Covers

411 This chapter describes the special services available for international mail.

412 The following subchapters cover the indicated special mail services:

a. Air Service (420).

b. Insurance Service (430), which provides for an indemnity payment and evidence of mailing.

c. Registry Service (440), which provides for an indemnity payment and evidence of mailing.

d. Return Receipts (450), which provide evidence of delivery for insured or registered mail.

e. Restricted Delivery (460), Special Delivery (470), and Special Handling (480), each of which provides some special treatment related to the dispatch, transport, or delivery of mail.

f. Other Special Services:

(1) Certificates of Mailing (491).

(2) Recall or Change of Address (492).

(3) International Money Orders (493).

(4) International Express Mail Service (494).

420 Air Service

421 Service Description

Postal customers may send items by air service (airmail) to assure expeditious handling and dispatch and the fastest mode of transportation.

422 Availability

Postal union mail (including direct sacks of printed matter) may be sent by air. Parcel post may be sent by air to most countries. (See the Individual Country Listings.)

423 Postage

423.1 Rates

.11 Air postage rates are listed in the Individual Country Listings.

423.2 Prepayment

.21 Payment Method

Airmail postage may be paid by adhesive postage stamps, stamped cards or envelopes, aerogrammes (see 425 below), meter stamps, or permit imprints. Refer to 235 for rules concerning air service items received from foreign flag vessels and prepaid with foreign postage stamps.

.22 Shortpaid and Unpaid Items

For treatment of shortpaid and unpaid postal union items or parcel post, see 232.2 (postal union mail) or 332 (parcels).

424 Marking and Endorsing

424.1 Postal Union Mail

Senders should mark airmail items on the left side of the front cover, with the words *PAR AVION*. Post offices may furnish Label 19, *Airmail-Par Avion*, for this purpose. To preclude airmail articles from being handled as surface mail, senders should put the written endorsement or Label 19 on airmail articles as follows: *Front - Lower Left, Back - Lower Left*. Postal union items not marked *PAR AVION* should not be returned for marking nor endorsed by postal employees.

424.2 Parcel Post

Accepting clerks must place airmail Label 19 on the address side of each parcel to be sent by air. Paste the label below and to the right of the name of the country of destination. Accepting clerks should also place Label 19 on the lower left of the back of the parcel. If a dispatch note (Form 2972) is required, an airmail label must also be placed on that form. (See 327.3.)

425 Aerogrammes

425.1 Description, Availability, and Use

.11 Aerogrammes are air letter sheets that can be folded into the form of an envelope and sealed. Tape or stickers may not be used to seal aerogrammes.

.12 Aerogrammes (bearing imprinted postage) are sold at all post offices. Approved aerogrammes (without imprinted postage) obtained from private firms must have aerogramme rate postage affixed. See 425.36 for exception involving Canada and Mexico.

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TEC LESSON

.13 Aerogramme service is available to all countries. Registry service is available for aerogrammes.

425.2 Enclosures Prohibited

No enclosures are permitted in aerogrammes. Aerogrammes that contain enclosures are treated as airmail letters and are subject to air letter postage rates. Aerogrammes with enclosures on which postage has not been paid at airmail letter rates must be returned to the sender for the deficiency or treated in accordance with 232.2.

425.3 Aerogrammes of Private Manufacture

.31 Individuals or firms may be authorized by the Postal Service to manufacture aerogrammes, without imprinted postage, for their own use or for sale to the public.

.32 Before engaging in production, the applicant must apply for an aerogramme permit, submit three printed samples of the proposed aerogramme and obtain authorization from the International Mail Classification Division, Rates and Classification Department, U. S. Postal Service, Washington, DC 20260. A sample format may be obtained from that division.

.33 The samples submitted for approval, and the final printing of the aerogrammes must be on 18-pound paper (500 sheets, 17 inches X 22 inches) of light blue color as well as the texture equivalent to the regular three-flap aerogramme issued by the U.S. Postal Service. No artificial slippery finish, such as silicon plastic, will be permitted.

.34 The sheets, when folded, must measure 7 1/4 X 3 9/16 inches and have three sealing flaps. Samples submitted for approval need not have the flaps gummed, but the areas to be gummed must be identified.

.35 The sheets must:

a. Bear the printed endorsements which appear on the address and reverse sides of the aerogramme form issued by the Postal Service.

b. Contain the printed return address of the applicant, or lines on which the return address may be written if the sheets are to be reproduced for sale to the public.

c. Bear the words "Authorized for mailing as an aerogramme - P.S. Permit No. ...." (the number to be filled in when issued). These words must be printed in small, clear type and appear on the lower edge of the address side (when the sheet is folded for mailing). The permit number will be issued at the time the aerogramme is approved.

.36 Postage for private aerogrammes must be paid for at the aerogramme rate. However, aerogrammes sent to Canada and Mexico may bear letter rate postage.

430 Insurance

431 Insurance Described

A sender may purchase insurance coverage for parcels which provides for indemnity in case of loss, rifling, or damage.

432 Availability and Limits of Insurance

432.1 Insurance coverage is only available for parcel post packages mailed to certain countries. To determine if insurance service is available to a particular country, refer to the *PARCEL POST* section of the Individual Country Listings.

432.2 The maximum amount for which a parcel may be insured ranges from $20 to $1,200, depending on the country of destination. Maximum indemnity limits are provided in the Insurance Table in the *PARCEL POST* section of the Individual Country Listings.

432.3 A parcel may not be insured for more than the declared value of the contents or for more than the maximum amount of coverage listed for the country concerned. However, a parcel may be insured for only part of the value of the contents, and the fee would be set in accordance with the amount of insurance requested.

433 Insurance Fees

Fees for insurance coverage must be paid in addition to regular postage and applicable fees for any other available special service. The applicable insurance fees are provided in the Insurance Table in the *PARCEL POST* section of the Individual Country Listings.

434 Preparation of Insured Parcels

The general provisions for the preparation of ordinary parcels apply also to insured parcels (see 326). *ALL INSURED PARCELS MUST BE SEALED.*

435 Processing Requests for Insurance

435.1 Forms Required

.11 General

A Customs Declaration Form 2966-A is required for each insured parcel. A Customs Declaration Form 2966 and a Parcel Post Dispatch Note (Form 2972) may also be required. See 327 for customs form requirements and refer to the Individual Country Listings for required forms.

.12 Mailing Receipt

.121 Forms Used

A Receipt for Insured Mail, Form 3813-P, must be issued to each customer purchasing insurance coverage as evidence of mailing and proof of payment of the applicable insurance fee.

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NOTE: For volume mailers, the firm Mailing Book, Form 3877-A, may be used as the customer's receipt.

.122 Preparation by Sender

The sender should enter the name and address of the addressee on the receipt. The customer retains the receipt and must submit it if he subsequently wishes to make an inquiry or file a claim concerning the insured parcel (see Chapter 9).

.123 Preparation by Office of Mailing

a. Assign an insurance number. *ALL INTERNATIONAL INSURED PARCELS MUST BE NUMBERED.*

b. For federal government official parcels (see 324.4) presented for insurance, indicate the applicable fee, according to the authorized amount of insurance requested.

c. Issue the receipt to the sender.

.13 Return Receipt

Return receipts may be purchased for insured parcels mailed to all countries with which insurance agreements are in force, except Canada. (See 450 for detailed provisions concerning return receipts.)

435.2 Marking and Endorsing Insured Parcels

.21 By Sender

.211 Parcels containing fragile or perishable items must be so marked by the sender, e.g. *FRAGILE* or *PERISHABLE* or *GLASS* or *EGGS*.

.212 The sender must indicate in U. S. currency (figures only), in the appropriate space on the Customs Declaration (Form 2966-A), the amount for which the parcel is insured. (See 432 for limits of insurance.)

.22 By Office of Mailing

Unless otherwise indicated in the Insurance Table in the PARCEL POST section of the Individual Country Listings, the following markings and endorsements must be entered by the office of mailing on insured parcels and their required forms:

a. Place the word *INSURED* on the address side, preferably to the left and directly beside the country of destination.

b. Enter the assigned insurance number immediately below *INSURED* endorsement. *ALL INTERNATIONAL INSURED PARCELS MUST BE NUMBERED.*

c. Print the amount for which the parcel is insured near *INSURED* endorsement and number. This amount must be shown in U. S. currency and in gold francs. Indicate the U. S. currency both in figures and in letters spelled out in full; indicate the gold franc equivalent in figures only. For example:

INSURED VALUE
$25.75 (U.S.)

Twenty-five Dollars and Seventy-five Cents
64.37 Gold Francs

Rubber stamp, item R-1300-284, may be used for this purpose.

d. Conversion of U. S. currency into gold francs is made on the basis of 42 cents (approximately) equaling 1 gold franc. To determine the gold franc equivalent, multiply the amount in U. S. currency by 2.38. For example, $100.00 = 238.10 gold francs. See Table 5 in the Postage Rate, Fee and Summary Tables for a summary of U.S. dollar to gold franc equivalents.

e. Verify that the sender has entered the insured amount on the Customs Declaration (Form 2966-A).

f. Enter the value and the insurance number on the Dispatch Note (Form 2972) when this form is required.

g. Postmark at the time of acceptance, showing the full name of post office, two-letter State abbreviation and ZIP Code, if authorized, and the date of mailing. A time indicator (a.m. or p.m.) should be added if air service or special handling has been purchased. Postmark at all breaks (cuts or torn edges) of any gummed paper strips used in sealing parcels.

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435.3 Checklist for Processing Requests for Insurance

Actions Required	Sender	Accepting Clerk
Assign insurance number.		X
Prepare insurance receipt (Form 3813-P):		X
—Enter name and address of addressee.	X	
Affix postage (to parcel) to cover fee.		X
Endorse and mark the parcel:		
—Mark fragile or perishable as appropriate. (*FRAGILE*, *PERISHABLE*, *GLASS*, or *EGGS*).	X	
—Mark *INSURED* on address side, preferably to left and directly beside country of destination.		X
—Enter assigned insurance number immediately below the word *INSURED* endorsement.		X
—Mark the amount for which the parcel is insured near the the *INSURED* endorsement and number. (See 435.22 for general endorsements and the Individual Country Listings for exceptional requirements.)		X
Enter the insured value (U.S. currency figures only) on the Customs Declaration (Form 2966-A).	X	
Verify that sender has entered the insured value on the Customs Declaration.		X
Enter the insured value and insurance number on the Dispatch Note (Form 2972), when this form is required.		X
Postmark the parcel, the Customs Declaration, and the Dispatch Note, as required.		X

436 Treatment of Incoming Insured Parcels

436.1 Determining Whether Parcels are Insured

.11 The following insurance endorsements appear on incoming insured parcels, according to the language of the country of origin:

a. *INSURED*

b. *ASEGURADO* or *VALOR DECLARADO*

c. *ASSICURATO* to *VALORE DICHIARATO*

d. *VALEUR DECLAREE*

e. *V of V D* (meaning *VALEUR DECLAREE*)

f *WERTANGABE* or *WERTPAKET*

.12 A number on a parcel is not sufficient evidence of insurance. An insurance endorsement is required to indicate that.

436.2 Delivery of Incoming Insured Parcels

Deliver international insured parcels in accordance with DMM 913.5.

437 Indemnity Claims and Payments

For detailed information concerning indemnity claims and payments for lost, rifled, or damaged insured parcels, refer to 930.

440 Registry Service

441 Service Description

Customers may register items of postal union mail for additional protection and security in the dispatch, conveyance, and delivery of such items. For each registered item a record of delivery is maintained, a mailing receipt is issued by the office of mailing, and a limited indemnity is paid for loss. However, indemnity limits are much lower for registered mail than for insured mail ($25.20, except for Canada) and do not extend uniformly to damage or rifling of contents. Registered mail is handled separately from all other mail and records are kept by registry number. In post offices, registered mail is kept in a secure area to which only authorized employees are permitted. Registered mail is transmitted between post offices in locked pouches. Air service (see 420) and return receipts, (see 450) may be purchased for registered items. Restricted delivery (see 460) or special delivery (see 470) may also be purchased.

442 Availability and Indemnity Limits

442.1 Postal Union Mail

Registry service is available to most countries for all postal union mail, except direct sacks of printed matter. Registry service is not available to Kampuchea (Cambodia) and the Democratic Peoples Republic of Korea (North Korea). Indemnity is limited to $25.20, except for Canada, which has an indemnity limit of $200.00. (See 934.2 and the Individual Country Listings.)

442.2 Parcel Post

Registry service is not available for parcel post.

443 Fees

Fees for registry service are in addition to postage and applicable fees for other special services. (See Individual Country Listings for fees.)

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444 Preparation of Registered Mail by Sender

444.1 Sealing

.11 Senders must securely seal letters or letter packages presented for registration. Wax or paper seals on envelopes must bear a distinctive mark of the sender and must be affixed in such a way as to allow sufficient space at the intersections of the flaps for postmarking. Self-sealing envelopes and items that appear to have been opened and resealed may not be registered.

.12 Matter for the blind presented for registration *MUST NOT BE SEALED.*

.13 Printed matter and small packets may be registered, with or without being sealed.

444.2 Addressing

Addressing of registered mail should be in ink or typewritten. The address of mail other than that sent in transparent panel (window) envelopes may be written in indelible pencil. Mail that bears an address written in pencil or consisting of initials will not be accepted for registry.

445 Processing Requests for Registry at Office of Mailing

445.1 Forms

.11 Mailing Receipt

Issue a *Registered Mail Receipt*, Form 3806, to each customer who registers a mail item. The following entries must be made:

a. Affix a registry label 200 and enter that number in ink on the mailing receipt.

b. Upon request by the sender, show on the mailing receipt and on the post office record the time the article was accepted for mailing. Write the time in ink above the postmark block on individual receipts or next to the space for the name of the accepting employee on firm mailing bills.

c. Endorse *OFFICIAL PAID* or *OFF. PD.* for federal government official mail that is registered pursuant to 221.341.

.12 Return Receipt

Return receipts can be purchased for any registered article. (See 450.)

445.2 Marking and Endorsing

.21 Sender's Declaration of Value

.211 The sender must declare the full value of postal union mail offered for registration to enable the accepting clerk to identify valuable registered mail for recording purposes. The declared value must *not* be regarded as the amount of indemnity payable in case of loss which is limited to $25.20 (except for Canada which has an indemnity limit of $200.00). (See 934.2 and the Individual Country Listings.)

.212 Senders presenting valuable mail listed on firm mailing sheets for registry must indicate the value opposite each entry.

.22 Labeling and Endorsing by Accepting Clerk

The following actions must be taken by the clerk in connection with the acceptance of registered mail:

a. Affix Label 200 to the lower left corner of the address side. All registered mail of U.S. origin must bear label 200 or a USPS approved facsimile in the same OCR "A" readable type face.

b. Place airmail Label 19 or the words *PAR AVION* on registered items sent by air, if the sender has failed to do this.

.23 Postmarking

.231 Postmark registered letters twice on the back, on the crossing of the upper and lower flaps. If paste-on return receipts are used, postmark partially on the receipt and partially on the flaps of the letter. Letters sealed on the address side must be postmarked on the address side.

.232 Postmark registered matter for the blind on the address side.

.233 For registered printed matter or small packets: (1) Postmark on the address side, if unsealed; (2) Postmark as prescribed in 445.231, if sealed.

445.3 Checklist for Processing Requests for Registry

ACTIONS REQUIRED	SENDER	ACCEPTING CLERK
Affix registry Label 200.		X
Complete and issue mailing receipt.		X
Declare full value of contents.	X	
Affix postage covering the amount of the registry fee.		X

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ACTIONS REQUIRED	SENDER	ACCEPTING CLERK
—Place airmail Label 19 or mark *PAR AVION* on any article prepaid for air service (if not done by sender).		X
Postmark the article.		X

446 Treatment of Outgoing Registered Mail at All Offices

446.1 Recording and Dispatching

Record and dispatch outgoing registered international mail in the manner prescribed for domestic registered mail.

446.2 Items Intended for Registry Found in Ordinary Mail

.21 Return to the registered mail any item found in the ordinary mail that has been accepted as registered by the Postal Service.

.22 Register and enter as registered mail any item on which the sender has fully prepaid the postage and the registry fee and which has been endorsed to show that registry is desired, as distinguished from an article that has been formally registered by the Postal Service as in 446.21. Mail a receipt (see 445.12) to the sender, including a reminder to the sender that mail to be registered must be presented at the post office for that purpose. If such an item has not been fully prepaid, return it to the sender after indicating thereon that it is shortpaid and must be presented for registry at a post office. If the item bears no return address, cross out the sender's registry endorsement and dispatch as ordinary mail.

447 Treatment of Incoming Registered Mail

447.1 Determining Whether Mail is Registered

.11 The following registry endorsements appear on incoming registered mail, according to the language of the country of origin:

a. *CERTIFICADO*

b. *EINSCHREIBEN*

c. *R* or *REGISTERED*

d. *RACCOMANDATA*

e. *RECOMMANDE*

f. *REGISTO* or *REGISTRADO* (used occasionally)

.12 A number on an item of mail is not sufficent evidence of registration. A registry endorsement must appear on an item found in the ordinary mail to indicate that it is registered.

.13 All postal union mail registered by the country of origin must be given the same handling as domestic registered mail with the following exception:

Incoming registered printed matter from countries *other than Canada* must be removed from the registered mail system and given the same handling as domestic certified mail.

.14 Any item without evidence of formal registration must be treated as ordinary mail. A sender's registry endorsement on such articles must be crossed out.

447.2 Treatment by Office of Address

.21 Backstamping

Backstamp each incoming item when it is received.

.22 Delivery

Record and deliver in accordance with DMM 911.4 (Delivery). The retention period for undeliverable postal union items is set forth in 651.

.23 Mail Unaccounted for after Assignment for Delivery

.231 When an item of registered mail assigned for delivery is not properly accounted for, make a record of the available facts concerning the item and file the report, pending a possible inquiry.

.232 If an inquiry is received from the sender (see 927.24) ask the addressee whether the item was received. If the item was not received, make a full report promptly to the appropriate postal inspector in charge.

448 Indemnity Claims and Payments

For detailed information concerning indemnity claims and payments for registered items which are lost, rifled, or damaged, refer to 930.

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Table 1 Characteristics of Classes of International Postal Union Mail and Parcel Post

Letters and Letter Packages

Personal handwritten or typewritten communications, merchandise accompanied by a personal communication, or any other item acceptable as postal union mail within the size and weight limits and paid at the postage rates for letters and letter packages.

The only class in which personal communications can be enclosed (except matter for the blind).

Weight limit is 4 pounds.

Generally comparable to First-Class Mail in the domestic service.

Post Cards

Post cards are single cards representing a personal communication sent without wrapper or envelope.

Less expensive postage rates than for letters.

Generally similar to post cards as sent First-Class Mail in the domestic service.

Printed Matter

Printed literary items (books, magazines, newspapers, other periodicals), printed commercial items (such as advertising matter, catalogs, price lists), and any other matter produced or reproduced in several identical copies by any process other than handwriting or typewriting.

No personal correspondence is permitted.

Generally inexpensive postage rates for commercial items and other printed matter, and even less expensive rates for literary items.

Weight limits range from 4 to 22 pounds depending on the type of printed matter and the country of destination.

Generally comparable to Second-, Third-, or Fourth-Class mail in the domestic service, depending on the item and its weight.

Matter for the Blind

Literature and unsealed personal communications impressed in Braille or other special type for use of the blind, and embossing plates.

Voice recordings and special paper intended solely for use by the blind, provided they are mailed by or sent to official institutions for the blind.

Admitted FREE by surface mail; If sent by air subject to AO airmail postage rates.

Weight limit is 15 pounds.

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Small Packets

Merchandise, commercial samples, and documents not having the character of a personal communication.

Postage rates generally comparable to those for printed matter and considerably less expensive than parcel post.

Weight limit generally is 2 pounds (a few countries prescribe limits of 1 pound).

Generally comparable to Third-Class mail in the domestic service.

Parcel Post

No personal correspondence is permitted.

Weight limits vary from country to country (usually 22 or 44 pounds).

Postage rates exceed those for printed matter or small packets, but are less than those for letter packages.

Generally comparable to Fourth-Class mail in the domestic service.

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Table 2 Reference List for Items Prohibited or Restricted in International Mail

Items Prohibited or Restricted	IMM		DMM
	Postal Union	Parcel Post	Domestic
Domestic Prohibitions and Restrictions			123 and 124
NOTE: All items prohibited in the domestic mails are prohibited as international Postal Union mail and Parcel Post mail.			
Advertising Matter			
Advertisements for motor vehicle master keys			123.432
Advertisements relating to abortion or contraceptive devices			123.433 and 123.434
Solicitation in the guise of bills or statements of account.			123.41
Solicitations or inducements for mailing harmful matter, radioactive material, switchblade knives, or intoxicating liquors.			123.431
Copyright Violations			123.44b
Fictitious Matter			123.44a
Foreign Communications (posted in violation of law or treaty stipulation)			123.44c
Forgeries or False Statements			123.44g
Lewd or Filthy Matter			123.44d
Libelous Matter			123.44f
Lottery Matter			123.42
Matter Inciting to Violence			123.44e
Matter relating to National or International Defense			123.44g
Abortive and Contraceptive Devices or Materials.			124.7
Articles Prohibited or Restricted in the International Mails (See individual country listings.)	221.2	323.2	
Non-mailable Written, Printed, or Graphic Matter			
Business reply cards and envelopes	221.12		
Handwritten or typewritten communication having the character of current or personal correspondence sent as *Printed Matter* or *Parcel Post*.	221.122	323.12	
Improperly Addressed Mail	221.13	323.13	
Valuable Items	221.14	323.14	
Coins, banknotes or paper money	221.14a		
Jewelry	221.14(b)		
Manufactured or unmanufactured platinum gold or silver	221.14(c)		
Other precious stones or articles	221.14(d)		
Travelers Checks	221.14(e)		
Instruments payable to bearer (checks, drafts or securities)	221.14(f)		
Animals	221.15	323.15	
Perishable Biological Materials	221.171	323.17	
Flammable Solids, Matches	221.19(j)	323.19(j)	
Pyropheric Liquids	221.19(i)	323.19(i)	
Water Reactive Substances	221.19(k)	323.19(k)	

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Items Prohibited or Restricted	IMM		DMM
	Postal Union	Parcel Post	Domestic
Oxidizing Agents	221.19(l)	323.19(l)	
Poisons and Toxic Chemicals	221.19(m)	323.19(m)	
Irritating Liquids and Solids	221.19(n)	323.19(n)	
Corrosive Liquids and Solids	221.19(o)	323.19(o)	
Anaesthethic and Noxious Substances	221.19(p)	323.19(p)	
Moisture Sensitive Corrosive Solids	221.19(p)	323.19(q)	
Magnetic Materials	221.19(p)(3)	323.19(r)	
Unstable Liquids and Solids	221.19(p)(4)	323.19(s)	
Polymers	221.19(p)(5)	323.19(t)	
Dangerous Drugs, Narcotics and Controlled Substances	221.19(q)	323.19(u)	124.36
Intoxicating Beverages Including Liquors, Beers, and Wines	221.19(r)	323.19(r)	
Weapons and Munitions		323.19(w)	124
Antique firearms		540	
Pistols revolvers and other concealable handguns			
Rifles and shotguns			
Sharp objects and knives			
Switchblade knives			
Munitions			
Plants			
General restrictions	221.161	323.161	
Tobacco seed and tobacco plants	221.162	323.162	
	560	560	
Food and Other Perishable Items		323.163	
Radioactive Materials	221.18	323.18	
Dangerous and Hazardous Articles	221.19	323.19	
Items prohibited or restricted in domestic mail and items likely to soil or damage mail and items potentially injurious to life, health, or property.	221.19(a)	323.19(a)	123 and 124
Explosives and explosive devices	221.19(b)	323.19(b)	
Firing caps and loaded metal cartridges for portable firearms	221.19(c)	323.19(c)	
Compressed gases and liquids	221.19(g)	323.19(g)	
Aerosol products			
Nonflammable compressed gases and liquids			
Flammable liquids	221.19(h)	323.19(h)	
Flashpoint under 100° F	221.19(h)(1)	323.19(h)(1)	
Flashpoint between 100° and 200° F	221.19(h)(2)	323.19(h)(2)	
Flashpoint over 200° F	221.19(h)(3)	323.19(h)(3)	

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Table 3-2 Letters and Letter Packages—Summary Conditions

Rates

1. For airmail rates see individual country listings and Table 3-1.

2. For surface rates see individual country listings.

Weight Limits

All Countries 4 pounds.

Size Dimensions

1. Articles in Envelopes or Package Form (other than in the form of a roll)

Minimum: one surface must measure at least 3½ x 5½ inches.
Maximum Length: 24 inches.
Maximum combined length, width, and thickness: 36 inches.

2. Roll-shaped Articles

Minimum length: 4 inches.
Minimum length plus twice the diameter: 6¾ inches.

Maximum length: 36 inches.
Maximum length plus twice the diameter: 42 inches.

Surcharge

A surcharge of 9 cents per item will be assessed on all outgoing air and surface letters weighing one ounce or less that (a) do not have a height to length ratio between 1 to 1.1 and 1 to 2.5 inclusive, or (b) exceed any of the following size limits:
Maximum length: 11½ inches.
Maximum height: 6⅛ inches.
Maximum thickness: ¼ inch.

Preparation Requirements

1. See 221.4 Preparation for Mailing.

2. Sealing is optional, unless registered (see 444.11 for sealing requirements for registered letters or letter packages).

3. The use of tape or stickers to seal aerogrammes is prohibited. No enclosures are permitted in aerogrammes.

Forms Required

1. Form 2976, *Customs—Douane C 1* (green label), must be completed and placed by the sender on the address side of each letter or letter package containing dutiable merchandise (see 221.52).
NOTE. The top portion, at a minimum, must be affixed.

2. Form 2976-A, *Customs Declaration*, must be completed and enclosed by the sender in articles whose content value exceeds $120; when otherwise required by the country of destination; or when sender does not choose to reveal contents on Form 2976.

Marking and Endorsing

1. Whenever articles, because of their size or manner of preparation may be mistaken for articles of another class, sender should add the word *LETTER* or *LETTRE* on the address side.

2. If sent airmail, sender should affix Label 19, *Airmail*, on the left side of the front of the item. To preclude airmail articles from being handled as surface mail, senders should put the written endorsement or Label 19 on airmail articles on the *front lower-left and the back lower-left*.

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Table 3-7 Small Packets—Summary Conditions

Rates

1. For airmail rates see individual country listings and Table 3-4.

2. For surface rates see individual country listings.

Weight Limits

1. Australia, Bhutan, Bolivia, Burma, Canada, Colombia, and Papua New Guinea: 1 pound.

2. All other countries: 2 pounds.

3. Small packets not accepted for Cuba, Kampuchea, and Democratic People's Republic of Korea (North).

Size Dimensions

1. Articles in Envelopes or Package Form (other than in the form of a roll)

Minimum: one surface must measure at least 3½ x 5½ inches.
Maximum length: 24 inches.
Maximum combined length, width, and thickness: 36 inches.

2. Roll-shaped Articles

Minimum length: 4 inches.
Minimum length plus twice the diameter: 6¾ inches.

Maximum length: 36 inches.
Maximum length plus twice the diameter: 42 inches.

Preparation Requirements

1. See 221.4, Preparation for Mailing.

2. Small packets may be sealed, whether or not registered.

3. See 226.2 for permitted and prohibited enclosures.

Forms Required

Small packets whether or not they are subject to customs inspection, must bear the following:

Form 2976, *Customs — Douane C 1* (green label), completed and placed by the sender on address side (see 221.52).

Form 2976-A, *Customs Declaration*, completed and enclosed by sender in the small packet (used in conjunction with 2976. See 221.53.)

Marking and Endorsing

1. Sender must mark in bold letters on address side the words *SMALL PACKET*, or its equivalent in a language known in the country of destination: *PETIT PAQUET* (French), *PACKCHEN* (German), *PEQUENO PAQUETE* (Spanish).

2. If sent airmail, sender should affix Label 19, *Airmail*, or add the words *PAR AVION* (in blue) on the left side of the front. To preclude airmail articles from being handled as surface mail, senders should put the written endorsement of Label 19 on airmail articles on the *front lower-left and the back lower-left*.

3. The endorsement *SMALL PACKET* may appear in the ad plate area of postage meter stamps. The words *SMALL PACKET* must be in bold, capital letters no smaller than 18-point type.

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Table 3-8 Parcel Post—Summary Conditions

Rates

See individual country listings for rates.

Weight Limits

Generally 22 or 44 pounds, but varies from country to country. See individual country listings for maximum weight limits.

Size Limits

1. General Dimensions
Minimum length of address side: 5½ inches.
Minimum width of address side: 3½ inches.
Maximum length: 42 inches.
Maximum length and girth combined (once the length, twice the width, and twice the depth): 72 inches.

2. For *exceptional dimensions*, refer to individual country listings. A parcel must not exceed the maximum dimensions allowed to the country to which it is addressed.

3. For dimensions of *circular* articles, see 325.22.

Preparation Requirements

1. See 326, Preparation for Mailing.

2. All insured parcel post must be sealed. Refer to the country listings to determine which countries require uninsured parcels to be sealed.

3. The name and address of both the sender and the addressee must appear on the parcel and on a separate slip enclosed in the parcel.

Forms Required

1. See 327, Forms Required.

2. Form 2966-A, *Parcel Post Customs Declaration* (label), prepared by sender, endorsed by accepting clerk, and affixed by sender (see 327.2).

3. Form 2966, *Customs Declaration* (tag), prepared by sender, endorsed by accepting clerk, and affixed by sender (see 327.2). This form is used in addition to Form 2966-A for countries that require 2 customs declarations, or used in place of Form 2966-A for parcels too small to accommodate Form 2966-A.

4. Form 2972, *Dispatch Note* (tag), if required by the country concerned, prepared by sender and accepting clerk, endorsed by accepting clerk, and affixed by sender (see 327.3).

5. Forms required by nonpostal export regulations are described in Chapter 5, Nonpostal Export Regulations.

Marking and Endorsing

1. All Parcel Post

Mark and endorse forms as prescribed in 327.2 and 327.3, and Chapter 5.

Postmark as prescribed in *Postal Operations Manual* (POM) 423.3.

2. Surface Parcel Post

No additional marking or endorsing required.

3. Air Parcel Post

The accepting clerk will place Label 19, *Airmail*, on the address side, below and to the right of the name of the country of destination. To preclude an airmail parcel from being handled as surface mail, accepting clerks may also put the written endorsement or Label 19 on the back lower-left of the parcel.

When required, Form 2972 must also bear Label 19.

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Table 5 Conversion of U.S. Dollars to Gold Francs

$	GF	$	GF	$	GF	$	GF	$	GF	$	GF
1.00	3.24	68.00	164.29	137.00	326.20	205.00	488.11	273.00	650.01	341.00	812.07
2.00	4.76	70.00	166.67	138.00	328.58	206.00	490.49	274.00	652.39	342.00	814.30
3.00	7.14			139.00	330.96	207.00	492.87	275.00	654.78	343.00	816.68
4.00	9.52	71.00	169.05	140.00	333.34	208.00	495.25	276.00	657.16	344.00	819.06
5.00	11.91	72.00	171.43			209.00	497.63	277.00	659.54	345.00	821.45
6.00	14.29	73.00	173.81	141.00	335.72	210.00	500.00	278.00	661.92	346.00	823.83
7.00	16.67	74.00	176.19	142.00	338.10	211.00	502.39	279.00	664.30	347.00	826.21
8.00	19.05	75.00	178.58	143.00	340.48	212.00	504.77	280.00	666.68	348.00	828.59
9.00	21.43	76.00	180.96	144.00	342.86	213.00	507.15	281.00	669.06	349.00	830.97
10.00	23.81	77.00	183.34	145.00	345.25	214.00	509.53	282.00	671.44	350.00	833.36
11.00	26.19	78.00	185.72	146.00	347.63	215.00	511.91	283.00	673.82		
12.00	28.58	79.00	188.10	147.00	350.01	216.00	514.30	284.00	676.21		
13.00	30.96	80.00	190.48	148.00	352.39	217.00	516.68	285.00	678.59		
14.00	33.34	81.00	192.86	149.00	354.77	218.00	519.06	286.00	680.97		
15.00	35.72	82.00	195.25	150.00	357.16	219.00	521.44	287.00	683.35		
16.00	38.10	83.00	197.63			220.00	523.82	288.00	685.73		
17.00	40.48	84.00	200.01	151.00	359.54	221.00	526.20	289.00	688.11		
18.00	42.86	85.00	202.39	152.00	361.92	222.00	528.58	290.00	690.49		
19.00	45.24	86.00	204.77	153.00	364.30	223.00	530.96	291.00	692.87		
20.00	47.62	87.00	207.15	154.00	366.68	224.00	533.34	292.00	695.25		
21.00	50.00	88.00	209.53	155.00	369.06	225.00	535.73	293.00	697.63		
22.00	52.39	89.00	211.91	156.00	371.44	226.00	538.11	294.00	700.01		
23.00	54.77	90.00	214.29	157.00	373.82	227.00	540.49	295.00	702.39		
24.00	57.15	91.00	216.67	158.00	376.20	228.00	542.87	296.00	704.77		
25.00	59.53	92.00	219.05	159.00	378.58	229.00	545.25	297.00	707.15		
26.00	61.91	93.00	221.43	160.00	380.96	230.00	547.63	298.00	709.53		
27.00	64.29	94.00	223.81	161.00	383.34	231.00	550.01	299.00	711.91		
28.00	66.67	95.00	226.19	162.00	385.72	232.00	552.39	300.00	714.29		
29.00	69.05	96.00	228.58	163.00	388.10	233.00	554.77	301.00	716.67		
30.00	71.43	97.00	230.96	164.00	390.48	234.00	557.15	302.00	719.05		
31.00	73.81	98.00	233.34	165.00	392.86	235.00	559.53	303.00	721.43		
32.00	76.19	99.00	235.72	166.00	395.24	236.00	561.91	304.00	723.81		
33.00	78.58	100.00	238.10	167.00	397.63	237.00	564.30	305.00	726.19		
34.00	80.96	101.00	240.48	168.00	400.01	238.00	566.68	306.00	728.58		
35.00	83.34	102.00	242.86	169.00	402.39	239.00	569.06	307.00	730.96		
36.00	85.72	103.00	245.24	170.00	404.77	240.00	571.44	308.00	733.34		
37.00	88.10	104.00	247.62	171.00	407.15	241.00	573.82	309.00	735.72		
38.00	90.48	105.00	250.00	172.00	409.53	242.00	576.20	310.00	738.10		
39.00	92.86	106.00	252.39	173.00	411.91	243.00	578.58	311.00	740.48		
40.00	95.24	107.00	254.77	174.00	414.29	244.00	580.96	312.00	742.86		
41.00	97.63	108.00	257.15	175.00	416.67	245.00	583.34	313.00	745.24		
42.00	100.01	109.00	259.53	176.00	419.05	246.00	585.72	314.00	747.62		
43.00	102.39	110.00	261.91	177.00	421.43	247.00	588.10	315.00	750.00		
44.00	104.77	111.00	264.29	178.00	423.81	248.00	590.49	316.00	752.39		
45.00	107.15	112.00	266.67	179.00	426.19	249.00	592.87	317.00	754.77		
46.00	109.53	113.00	269.05	180.00	428.58	250.00	595.25	318.00	757.15		
47.00	111.91	114.00	271.43	181.00	430.96	251.00	597.63	319.00	759.53		
48.00	114.29	115.00	273.81	182.00	433.34	252.00	600.01	320.00	761.91		
49.00	116.67	116.00	276.20	183.00	435.72	253.00	602.39	321.00	764.30		
50.00	119.05	117.00	278.58	184.00	438.10	254.00	604.77	322.00	766.68		
51.00	121.43	118.00	280.96	185.00	440.48	255.00	607.15	323.00	769.06		
52.00	123.81	119.00	283.34	186.00	442.86	256.00	609.54	324.00	771.44		
53.00	126.19	120.00	285.72	187.00	445.25	257.00	611.92	325.00	773.82		
54.00	128.57	121.00	288.10	188.00	447.63	258.00	614.30	326.00	776.21		
55.00	130.96	122.00	290.48	189.00	450.01	259.00	616.68	327.00	778.59		
56.00	133.34	123.00	292.86	190.00	452.39	260.00	619.06	328.00	780.97		
57.00	135.72	124.00	295.24	191.00	454.77	261.00	621.44	329.00	783.35		
58.00	138.10	125.00	297.63	192.00	457.15	262.00	623.82	330.00	785.73		
59.00	140.48	126.00	300.01	193.00	459.53	263.00	626.20	331.00	788.11		
60.00	142.86	127.00	302.39	194.00	461.91	264.00	628.58	332.00	790.49		
61.00	145.24	128.00	304.77	195.00	464.30	265.00	630.97	333.00	792.87		
62.00	147.62	129.00	307.15	196.00	466.68	266.00	633.35	334.00	795.25		
63.00	150.00	130.00	309.53	197.00	469.06	267.00	635.73	335.00	797.64		
64.00	152.38	131.00	311.91	198.00	471.44	268.00	638.11	336.00	800.01		
65.00	154.77	132.00	314.29	199.00	473.82	269.00	640.49	337.00	802.40		
66.00	157.15	133.00	316.67	200.00	476.20	270.00	642.87	338.00	804.78		
67.00	159.53	134.00	319.05	201.00	478.59	271.00	645.25	339.00	807.16		
68.00	161.91	135.00	321.44	202.00	480.96	272.00	647.63	340.00	809.54		
		136.00	323.82	203.00	483.34			408.00	971.45		
				204.00	485.72						

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Postal Union Mail

Algeria

(Peoples Democratic Republic of)

Geographic Location: North Africa(H4)

Conditions for Mailing

Definition of Postal Union Articles

See Table 1, for comparative features and 220 for detailed characteristics.

Prohibtions and Restrictions

Prohibitions

Newspapers and other printed matter with advertising for "snowball" methods of selling.

Coins, banknotes, negotiable securities, checks and other instruments of payment, unless imported by the Central Bank of Algeria or approved intermediary banks.

Articles of gold or platinum, jewelry and precious stones, unless licensed by the Algerian Ministry of Finance.

Pictures and printed matter of pornographic or immoral nature, or which tend to incite crime or juvenile delinquency.

The articles prohibited as parcel post are prohibited in the postal union mail.

See Table 2, for a cross-reference guide to general prohibitions and restrictions in 221.1 and the *Domestic Mail Manual*.

Other Conditions for Mailing

For weight and size limits, preparation requirements, Customs forms required, and marking and endorsing, see Table 3-5 for printed matter, Table 3-6 for matter for the blind, and Table 3-7 for small packets, or see 220, Conditions for Mailing.

Postage Rates

Letters and Letter Packages

Airmail Rates

Weight not over	Rate	Weight not over	Rate
½ ozs	$0.40	8 ½ ozs	$6.15
1	.80	9	6.50
1 ½	1.20	9 ½	6.85
2	1.60	10	7.20
2 ½	1.95	10 ½	7.55
3	2.30	11	7.90
3 ½	2.65	11 ½	8.25
4	3.00	12	8.60
4 ½	3.35	12 ½	8.95
5	3.70	13	9.30
5 ½	4.05	13 ½	9.65
6	4.40	14	10.00
6 ½	4.75	14 ½	10.35
7	5.10	15	10.70
7 ½	5.45	15 ½	11.05
8	5.80	16	11.40

For weights over 16 ounces (1 pound), see Table 3-1 (Col. B)

Letters and Letter Packages

Surface Rates

Weight not over	Rate	Weight not over	Rate
0 lbs 1 ozs	$0.30	1 lbs 0 ozs	$2.76
0 2	.47	1 8	3.78
0 3	.64	2 0	4.80
0 4	.81	2 8	5.55
0 5	.98	3 0	6.30
0 6	1.15	3 8	7.05
0 7	1.32	4 0	7.80
0 8	1.49		

Weight limit: 4 pounds
Size limits: See Table 3-2

Post Cards

Airmail rate: $0.28
Surface rate: $0.19

Aerogrammes

Rate: $0.30
No enclosures permitted

Printed Matter, Matter for the Blind, and Small Packets

Airmail Rates

Weight not over	Rate	Weight not over	Rate
0 lbs 1 ozs	$0.60	1 lb 2 ozs	$4.90
0 2	.96	1 4	5.36
0 3	1.32	1 6	5.82
0 4	1.68	1 8	6.28
0 6	2.14	1 10	6.74
0 8	2.60	1 12	7.20
0 10	3.06	1 14	7.66
0 12	3.52	2 0	8.12
0 14	3.98	2 8	9.96
0 16	4.44	3 0	11.80
		3 8	13.64
		4 0	15.48

For weights over 4 pounds, see Table 3-4 (Col. B)

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Printed Matter, Matter for the Blind, and Small Packets,

Surface Rates

Weight not over	Regular printed matter	Books & sheet music	Publishers periodicals	Small packets
0 lbs. 1 ozs	$0.23	$0.83	$0.12	$0.23
0 2	.37	.83	.17	.37
0 3	.54	.83	.22	.54
0 4	.71	.83	.27	.71
0 6	.85	.83	.36	.85
0 8	.95	.83	.46	.95
0 10	1.14	.83	.55	1.14
0 12	1.36	.83	.65	1.36
0 14	1.58	.83	.74	1.58
0 16	1.81	.83	.83	1.81
1 2	1.81	1.38	.90	1.81
1 4	1.94	1.38	.97	1.94
1 6	2.07	1.38	1.04	2.07
1 8	2.21	1.38	1.11	2.21
1 10	2.35	1.38	1.17	2.35
1 12	2.49	1.38	1.24	2.49
1 14	2.62	1.38	1.31	2.62
2 0	2.76	1.38	1.38	2.76
3 0	3.31	1.66	1.66	2 lbs. maximum
4 0	3.86	1.93	1.93	
5 0	4 lbs. maximum	2.41	4 lbs. maximum	
6 0	*except* for catalogs	2.89		
7 0	and directories	3.37		
8 0	which can weigh	3.85		
9 0	up to 11 pounds	4.33		
10 0	$0.96 each	4.81		
11 0	additional pound over 4 pounds up to 11 pounds	5.29 11 lbs. maximum		
Direct sack to one addressee (M bag) Minimum 15 lbs. Maximum 66 lbs.	$0.86 per pound or fraction	$0.43 per pound or fraction	$0.43 per pound or fraction	
Matter for the blind Free up to 15 pounds (See Table 3-6)				

Special Services

For summary features, see Table 4

Registry Service

Fee $3.25
Maximum indemnity $25.20

Return Receipt

Available for registered mail only
Fee $0.60

Restricted Delivery

Not available

Special Delivery

Class of Mail	Not over 2 pounds	Not over 10 pounds	Over 10 pounds
Letters, letter packages, post cards, and other articles (air only)	$2.10	$2.35	$3.00
Other articles (surface only)	2.35	3.00	3.40

Special Handling

Available for surface mail only

Weight	Fee
Not over 10 lbs.	$0.75
Over 10 lbs.	$1.30

Money Orders

Use Form 6701

Amount of Money Order	Fee
$0.01 to $25	$1.30
$25.01 to $50	$1.50
$50.01 to $500	$1.80

Insurance

Not Available

Certificate of Mailing

Available. See Table 6-1

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Parcel Post

Algeria

(Peoples Democratic Republic of)

Conditions for Mailing

Definition

See Table 1, for comparative features and 321 for detailed characteristics.

Prohibitions and Restrictions

Prohibitions

For reasons of public safety: Butane lighters. Motion-picture films and other articles of celluloid unless packed as prescribed for France.

For reasons of sanitary policy: Saccharine in tablets or packets. Pure powdered saccharine is admitted if authorized by the Algerian health authorities.

For the protection of animals or plants: Bees, beekeeping supplies, and beeswax must be accompanied by an official certificate of origin and freedom from infection with interlinear translation in French or Arabic.

State monopolies: Tobacco leaves and stems, cigars, cigarettes, snuff, chewing and smoking tobacco are admitted only for the account of the Monopoly, except for small quantities sent as personal gifts.

For other reasons: Watches and clocks.

Goods not marked to show origin according to Algerian regulations, except for small gift shipments.

Canned vegetables, fish, plums and nuts.

Funeral urns.

Import Restrictions

The attention of senders should be called to the following requirements, which are to be met by addressees.

Import licenses may be required for the following.

Firearms, sidearms and antique firearms capable of being used as weapons.

Medicines for human or veterinary use, dietetic products, serums, vaccines and similar products. Medical, surgical, and dental instruments and prostheses.

Textile and leather products.

Books, publications, school and office equipment.

Paper, cardboard, and cellulose products.

See Table 2, for a cross-reference guide to general prohibitions and restrictions in 323 and the *Domestic Mail Manual*.

Forms Required

2966-A, 2966, 2972: one copy each required.

Sealing

Optional.

Size Limits

General Dimensions

Greatest length: 42 inches.

Greatest length and girth combined: 72 inches.

Exceptions:

1 Length may be up to 44 inches provided girth does not exceed 24 inches.

2 Length may be up to 46 inches provided girth does not exceed 20 inches.

3 Length may be up to 48 inches provided girth does not exceed 16 inches.

For **Preparation Requirements** and **Marking & Endorsing**, see Table 3-8 (summary conditions) or 320 (detailed conditions).

Postage Rates

Surface Parcel Post Rates

Weight not over	Rate	Weight not over	Rate
2 lbs.	$3.25	23 lbs.	$25.30
3	4.30	24	26.35
4	5.35	25	27.40
5	6.40	26	28.45
6	7.45	27	29.50
7	8.50	28	30.55
8	9.55	29	31.60
9	10.60	30	32.65
10	11.65	31	33.70
11	12.70	32	34.75
12	13.75	33	35.80
13	14.80	34	36.85
14	15.85	35	37.90
15	16.90	36	38.95
16	17.95	37	40.00
17	19.00	38	41.05
18	20.05	39	42.10
19	21.10	40	43.15
20	22.15	41	44.20
21	23.20	42	45.25
22	24.25	43	46.30
		44	47.35
Weight limit: 44 pounds.			

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Air Parcel Post Rates

Weight not over		Rate	Weight not over		Rate	Weight not over		Rate	Weight not over		Rate
0 lbs.	4 ozs.	$5.40	9 lbs.	0 ozs.	$42.30	22 lbs.	8 ozs.	$96.30	36 lbs.	0 ozs.	$150.30
0	8	6.50	9	8	44.30	23	0	98.30	36	8	152.30
0	12	7.60	10	0	46.30	23	8	100.30	37	0	154.30
1	0	8.70	10	8	48.30	24	0	102.30	37	8	156.30
1	4	9.80	11	0	50.30	24	8	104.30	38	0	158.30
1	8	10.90	11	8	52.30	25	0	106.30	38	8	160.30
1	12	12.00	12	0	54.30	25	8	108.30	39	0	162.30
2	0	13.10	12	8	56.30	26	0	110.30	39	8	164.30
2	4	14.20	13	0	58.30	26	8	112.30	40	0	166.30
2	8	15.30	13	8	60.30	27	0	114.30	40	8	168.30
2	12	16.40	14	0	62.30	27	8	116.30	41	0	170.30
3	0	17.50	14	8	64.30	28	0	118.30	41	8	172.30
3	4	18.60	15	0	66.30	28	8	120.30	42	0	174.30
3	8	19.70	15	8	68.30	29	0	122.30	42	8	176.30
3	12	20.80	16	0	70.30	29	8	124.30	43	0	178.30
4	0	21.90	16	8	72.30	30	0	126.30	43	8	180.30
4	4	23.00	17	0	74.30	30	8	128.30	44	0	182.30
4	8	24.10	17	8	76.30	31	0	130.30			
4	12	25.20	18	0	78.30	31	8	132.30			
5	0	26.30	18	8	80.30	32	0	134.30			
5	8	28.30	19	0	82.30	32	8	136.30			
6	0	30.30	19	8	84.30	33	0	138.30			
6	8	32.30	20	0	86.30	33	8	140.30			
7	0	34.30	20	8	88.30	34	0	142.30			
7	8	36.30	21	0	90.30	34	8	144.30			
8	0	38.30	21	8	92.30	35	0	146.30			
8	8	40.30	22	0	94.30	35	8	148.30			

Weight limit 44 pounds.

Special Services

For summary features, see Table 4

Special Handling

Available for surface parcels to US exchange office only.

Weight	Fee
Not over 10 lbs.	$0.75
Over 10 lbs.	$1.30

Insurance

Not available

Return Receipt

Not available

Certificate of Mailing

See Table 6-1

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Postal Union Mail

Canada

Geographic Location: North America (D3)

Conditions for Mailing

See Table 1 for comparative features and 220 for detailed characteristics.

Prohibitions and Restrictions

Prohibitions

Reprints of Canadian or British works copyrighted in Canada.

Reproductions of Canadian postage stamps unless printed in publications in black and white only and with a defacing line drawn across each reproduction.

An issue of a publication that contains an advertisement primarily directed to a Canadian market is a prohibited import if that advertisement does not appear in identical form in all editions of the issue distributed in the country of origin.

An issue of a publication in which more than 5 percent of its total advertising space is primarily directed to a Canadian market and which indicates (a) specifically where goods or services may be obtained in Canada, or (b) specific terms or conditions relating to the sale or provision of goods or services in Canada.

Articles prohibited or restricted as parcel post are prohibited or restricted in postal union mail, except that coins, banknotes, values payable to bearer and precious articles may be sent in registered letters only.

Perishable Biological Material.

Radioactive material.

As a special exception to 226.22, cancelled or uncancelled postage stamps (Canadian, United States, or other foreign) may be enclosed in small packets and exchanged with Canada at the small packet rate.

See Table 2, for a cross-reference guide to general prohibitions and restrictions in 221.1 and the *Domestic Mail Manual*.

Other Conditions for Mailing

For weight and size limits, preparation requirements, Customs forms required, and marking and endorsing, see Table 3-5 for printed matter, Table 3-6 for matter for the blind, and Table 3-7 for small packets; or see 220, Conditions for Mailing.

Observations

1. The name of the Canadian province in which the office of destination is located must appear as part of the address.

2. Mail for members of the Canadian armed forces serving overseas must be addressed as follows:
   Number, rank, name
   Unit
   CFPO (number)
   Belleville, Ont., Canada
   K0K 3R0

3. Articles addressed as above must bear postage at the surface or air rate for Canada. Direct sacks of printed matter (224.9) are not admissable for CFPO addresses. Patrons desiring to mail such articles should be advised to obtain civilian addresses either from the addressees or from the Canada Post, Ottawa, Ont., Canada, and to prepare their articles for mailing in accordance with regulations applicable to the country of destination concerned.

4. Banknotes valued at $100 or more must be put up in a compact package and securely tied with strong twine before wrapping. The wrapper must be of linen or other strong, woven material, linen lined paper, or two thicknesses of strong kraft paper. After wrapping, the package must be again securely tied or stitched and sealed at the points of closing.

5. Advertising matter specially prepared to promote the sale of goods or services by Canadian persons or firms is charged with customs duty in Canada when the total weight of articles mailed at one time exceeds one pound. Duty is charged on each individually addressed article. To avoid detention of such mail by Canadian customs, senders may arrange to pay the duty, which can be done by means of Canadian customs duty stamps affixed to the back of each piece of mail. Senders may inquire as to rates of duty and may purchase the duty stamps from the Department of National Revenue, Customs and Excise, Ottawa, Ont., Canada.

6. Commercial shipments of printed matter and certain other merchandise must be marked to indicate country of origin in the manner prescribed by the Canadian customs regulations. Commercial invoices are required as indicated in "Observations" under "Parcel Post."

7. Information on Canadian customs regulations may be obtained from the Office of International Marketing/223, Bureau of International Commerce, Department of Commerce, Washington, D.C. 20230, or any field office of that Department.

Postage Rates

Letters and Letter Packages

Weight not over		Rate	Weight not over		Rate
0 lbs	1ozs	$0.20	0 lbs	11ozs	$1.90
0	2	.37	0	12	2.07
0	3	.54	1	0	2.58
0	4	.71	1	8	3.07
0	5	.88	2	0	3.57
0	6	1.05	2	8	4.06
0	7	1.22	3	0	4.56
0	8	1.39	3	8	5.05
0	9	1.56	4	0	5.55
0	10	1.73			

Weight Limit: 4 pounds
Size Limits: See Table 3-2.

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Printed Matter, Matter for the Blind, and Small Packets,

Surface Rates

Weight not over	Regular printed matter	Books & sheet music	Publishers periodicals	Small packets
0 lbs. 1 ozs.	$0.20	$0.83	$0.12	$0.20
0 2	.37	.83	.17	.37
0 3	.54	.83	.22	.54
0 4	.71	.83	.27	.71
0 6	.85	.83	.36	.85
0 8	.95	.83	.46	.95
0 10	1.14	.83	.55	1.14
0 12	1.36	.83	.65	1.36
0 14	1.58	.83	.74	1.58
0 16	1.81	.83	.83	1.81
1 2	1.81	1.38	.90	1 lb. maximum
1 4	1.94	1.38	.97	
1 6	2.07	1.38	1.04	
1 8	2.21	1.38	1.11	
1 10	2.35	1.38	1.17	
1 12	2.49	1.38	1.24	
1 14	2.62	1.38	1.31	
2 0	2.76	1.38	1.38	
3 0	3.31	1.66	1.66	
4 0	3.86	1.93	1.93	
5 0	4 lbs. maximum	2.41	$0.48 each	
6 0	*except* for catalogs	2.89	additional	
7 0	and directories	3.37	pound over	
8 0	which can weigh	3.85	4 pounds up	
9 0	up to 11 pounds	4.33	to 30 pounds	
10 0	$0.96 each	4.81		
11 0	additional pound over 4 pounds up to 11 pounds	5.29 11 lbs. maximum	30 lbs. maximum	
Direct sack to one addressee (M bag) Minimum 15 lbs. Maximum 66 lbs.	$0.86 per pound or fraction	$0.43 per pound or fraction	$0.43 per pound or fraction	
Matter for the blind. Free up to 15 pounds (See Table 3-6)				

Printed Matter,* Matter for the Blind, and Small Packets

Airmail Rates

Weight not over	Rate	Weight not over	Rate	Weight not over	Rate	Weight not over	Rate
0 lbs. 1 ozs.	$0.20	1 lbs. 0 ozs.	$2.58	9 lbs. 0 ozs.	$10.51	21 lbs. 0 ozs.	$22.40
0 2	.37	1 8	3.07	10 0	11.50	22 0	23.39
0 3	.54	2 0	3.57	11 0	12.49	23 0	24.38
0 4	.71	2 8	4.06	12 0	13.48	24 0	25.37
0 5	.88	3 0	4.56	13 0	14.47	25 0	26.36
0 6	1.05	3 8	5.05	14 0	15.46	26 0	27.35
0 7	1.22	4 0	5.55	15 8	16.45	27 0	28.34
0 8	1.39	4 8	6.05	16 0	17.44	28 0	29.33
0 9	1.56	5 0	6.54	17 8	18.43	29 0	30.33
0 10	1.73	6 0	7.53	18 0	19.42	30* 0	31.32
0 11	1.90	7 0	8.52	19 0	20.42		
0 12	2.07	8 0	9.51	20 0	21.41		

Direct Sack of Printed Matter for the Addressee (M Bag)

Minimum 15	$0.89 per pound
Maximum 66	or fraction

Weight Limits:
Regular Printed Matter - 4 pounds
Books, sheet music, catalogs and directories - 11 pounds
Small Packets - 1 pound
*Packages or bundles of publishers' periodicals mailed to Canada by publishers or registered news agents may weigh up to 30 pounds. When mailed by other than publishers or news agents the weight limit is 4 pounds.

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Post Cards

Rate: $0.13

Aerogrammes

Rate: $0.30
No enclosures permitted.

Special Services

For summary features, see Table 4.

Registry Service

Indemnity			Fee
$ 0.00	to	$100.00	$3.25
$100.01	to	$200.00	$3.55

Return Receipt

Available for registered mail only.
Fee: $0.60

Restricted Delivery

Not available.

Special Delivery

Available only for items prepaid at the letter rate of postage.

Class of Mail	Not over 2 pounds	Not over 4 pounds
Letters, letter packages, post cards.	$2.10	$2.35

Special Handling

Available for surface mail only.

Weight	Fee
Not over 10 lbs.	$0.75
Over 10 lbs.	$1.30

Insurance

Not available.

Certificate of Mailing

Available, see Table 6-1.

Money Orders

Use Domestic Money Orders.

Amount of Money Order	Fee
$0.01 to $25	$0.75
$25.01 to $50	$1.10
$50.01 to $500	$1.55

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TEC LESSON

Parcel Post — Canada

Conditions for Mailing

See Table 1 for comparative features, and 321 for detailed characteristics.

Prohibitions and Restrictions

Prohibitions

Honey bees, unless addressed to places served by railway post offices or motor vehicles. Mailers must ascertain whether the addressees of parcels containing honey bees are located at places to which such shipments can be sent. This information can be obtained from the Canadian postmaster at the office of address. After obtaining the information, the sender must mark the wrapper of his parcel "Office of address served by R.P.O." or "Office of address served by motor vehicle". Postmasters will refuse to accept parcels containing honey bees for Canada unless they bear such endorsement. Queen bees are not subject to the above restriction. Bees must not be on combs, and must be accompanied by a declaration signed by the mailer that the food for the bees carried in the package is free from disease. Honey must not be used in making the candy placed in queen bee mailing cages. Special handling charges are applicable to honey bees in cages, but not to queen bees in small cages, alone or accompanied by a few workers, unless a considerable number of such cages are tied together for transportation outside of mail sacks. Shipments of bees are accepted only at the risk of senders; they may not be accepted for insurance. Used or secondhand hives or bee supplies.

Commercial tags of metal. Prison-made goods being sold or intended for sale by a person or firm. Plumage and skins of wild birds.

Articles so marked as to create the false impression that they were made in Canada, Great Britain or any other British country.

Parcels bearing caution labels indicating the contents are flammable.

Meat and meat food products unless accompanied by an export certificate issued by the U.S. Department of Agriculture and labeled in accordance with Canadian regulations. Exception to these requirements are: (1) bona fide sample shipments weighing less than 10 kg; (2) meat products addressed to a government department or agency; (3) meat products intended for personal consumption when they enter Canada in the possession of the importer.

Drugs and medicines must comply with Canadian law. Senders are advised to communicate with prospective addressees to assure themselves before mailing that such articles will be admitted.

Veterinary biological products including serums and vaccines, unless accompanied by a permit issued by the Veterinary Director General, Ministry of Agriculture of Canada.

Eggs for hatching unless packed in new, clean containers and accompanied by a certificate issued by a veterinarian of the U.S. Department of Agriculture, or one issued by a State veterinarian and endorsed by a veterinarian of that Bureau, stating that to the best of his knowledge the eggs come from a flock that is free from Newcastle disease, fowl pest, or fowl typhoid. See 326.225 for method of packing.

Smoke-making devices for motor vehicles and boats.

Radioactive materials, butane gas lighters and refill cartridges, lighter fluid regardless of flashpoint, and other articles regarded by the Canadian authorities as dangerous.

Coins (except when mailed in uninsured parcels to collectors or dealers).

Banknotes and values payable to bearer.

Precious articles including jewelry and precious stones, mounted or unmounted; platinum, gold and silver, manufactured or unmanufactured; and articles of precious metal for personal use such as card cases, cigarette cases, cigarette holders, compacts, purses, watches and automatic pencils. The foregoing are admitted, however, when mailed in registered letters.

Oleomargarine and other butter substitutes, including altered or renovated butter.

All alcoholic beverages including wines, etc.

Import restrictions

Addressees are required to obtain permits from the Canadian authorities to import firearms and other deadly weapons, except sporting guns.

See Table 2 for a cross-reference guide to general prohibitions and restrictions in 123, and the *Domestic Mail Manual*.

Observations

1. Each parcel must bear as part of its address the name of the Canadian Province in which the office of destination is located.

2. The following must not be accepted for insurance: Bees, postage stamps (cancelled and uncancelled) and albums in which they are mounted; bonds and coupons payable to bearer; stocks and other securities negotiable by bearer; gold scrap, jeweler's filings, precious stones (mounted or unmounted), and articles of gold or other precious metal. It should be recommended to senders that the articles mentioned, with the exception of bees, be sent in the registered letter mails.

   However, articles for personal adornment, such as rings, brooches, tie pins, chains, cuff links, dress sets, fobs, bracelets, lockets and necklaces, and articles for personal use, such as cigarette holders, cigarette cases, vanity cases, watches, gold and silver pencils, lorgnettes, gold filled optical frames and mountings, mesh bags, and watches, having a value not over $5 each may be insured provided they are enclosed in parcels of at least a minimum size of 16 cm in the combined length and girth of at least 16 in. For example, such parcels must be at least 6 by 6 by 1 in., or 8 by 4 by 1 in., etc. A parcel containing a number of such articles valued at $5 or less may be insured for the total value of the contents (up to the maximum of $200), provided it meets the prescribed requirements as to size.

3. Parcels for CFPO addressees may not be insured.

4. Parcels for members of the Canadian armed forces overseas may not exceed 22 pounds in weight and may not be insured. They must be addressed in the following manner for surface dispatch:
   Number, rank, name
   Unit
   CFPO (number)
   Belleville, Ont., Canada
   K0K 3R0

5. A letter fully prepaid and bearing the same address as that of the parcel may be tied or otherwise securely attached to the outside of the parcel. Stamps to cover postage on the parcel must be affixed to the wrapper of the parcel. Stamps to pay postage on the letter must be affixed to the envelope thereof.

6. Certain types of merchandise must be marked to show country of origin in the manner prescribed by the Canadian customs regulations.

7. Commercial invoices are required for all parcel post or postal union mail packages, regardless of value, except casual non-commercial shipments. For shipments valued at *less than $4.25* the sender's regular business invoice may be used; if the value is *$4.25 or over*, a *Canada Customs Invoice* is required. Four copies of the invoice, one of them signed by the sender in ink, must be sent by letter mail to the addressee.

8. For non-commercial shipments of a casual nature, i.e., from one individual or family to another individual or family, senders need not furnish invoices, as the Canadian customs authorities will make delivery on the basis of forms completed by the addressees who may be required to supply evidence of value.

9. The Canada Customs Invoice can be obtained from stationery, office supply, or printing companies. If mailers are unable to obtain the Canada Customs Invoice locally, they should write to the following office which will supply specific names and addresses from which the invoice may be obtained:

   Revenue Canada, Customs and Excise
   Connaught Building
   Ottawa, Ontario K1A 0L5
   CANADA

   Attn.: Release and Documentation Systems
   Data Control Programmes

Forms Required

2966-A, one copy.

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Sealing

Insured parcels must, and ordinary parcels may be sealed.

Size Limits

General Dimensions

Greatest length and girth combined 84 inches.

For **Preparation Requirements**, and **Marking & Endorsing**, see Table 3-8 (summary conditions) or 320 (detailed conditions).

Postage Rates

Air Parcel Post Rates

Weight not over	Rate	Weight not over	Rate
1 lbs 0 ozs	$3 07	32 lbs 0 ozs	$31 64
1 8	3 07	33 0	32 58
2 0	3 57	34 0	33 52
2 8	3 86	35 0	34 46
3 0	4 33	36 0	35 40
3 8	4 80	37 0	36 34
4 0	5 27	38 0	37 28
4 8	5 75	39 0	38 23
5 0	6 21	40 0	39 17
6 0	7 15	41 0	40 11
7 0	8 09	42 0	41 05
8 0	9 03	43 0	41 99
9 0	9 98	44 0	42 93
10 0	10 93	45 0	43 87
11 0	11 87	46 0	44 81
12 0	12 81	47 0	45 75
13 0	13 75	48 0	46 69
14 0	14 69	49 0	47 64
15 0	15 63	50 0	48 58
16 0	16 57	51 0	49 52
17 0	17 51	52 0	50 46
18 0	18 45	53 0	51 40
19 0	19 40	54 0	52 35
20 0	20 34	55 0	53 29
21 0	21 28	56 0	54 23
22 0	22 22	57 0	55 17
23 0	23 16	58 0	56 11
24 0	24 10	59 0	57 06
25 0	25 04	60 0	58 00
26 0	25 98	61 0	58 94
27 0	26 92	62 0	59 88
28 0	27 86	63 0	60 82
29 0	28 81	64 0	61 76
30 0	29 75	65 0	62 70
31 0	30 69	66 0	63 64

Weight limits
Minimum 1 lb
Maximum 66 lbs except 22 lbs for parcels addressed to members of the Canadian armed forces. See Observations.
Note: Air parcels to Canada must **not** be endorsed **Priority**.

Surface Parcel Post Rates

Weight not over	Rate	Weight not over	Rate
2lbs	3 10	19lbs	20 10
3	4 10	20	21 10
4	5 10	21	22 10
5	6 10	22	23 10
6	7 10	23	24 10
7	8 10	24	25 10
8	9 10	25	26 10
9	10 10	26	27 10
10	11 10	27	28 10
11	12 10	28	29 10
12	13 10	29	30 10
13	14 10	30	31 10
14	15 10	31	32 10
15	16 10	32	33 10
16	17 10	33	34 10
17	18 10	34	35 10
18	19 10	35	36 10

Weight limit
Minimum 1 pound.
Maximum 35 pounds except to CFPO. See Observations.

Special Services

For summary features, see Table 4.

Special Handling

Available for surface parcels to US exchange office only.

Weight	Fee
Not over 10 lbs	$0 75
Over 10 lbs	$1 30

Insurance

See 435.22 for required endorsements and markings.

Indemnity			Fee
$ 0.01	to	$ 20.00	45
20.01	to	50.00	85
50.01	to	100.00	1.25
100.01	to	150.00	1.70
150.01	to	200.00	2.05
200.01	to	300.00	3.45
300.01	to	400.00	4.70

1. The provisions of 435.220 and .d do not apply.
2. Each insured parcel must bear an insurance number.
3. Parcels addressed to members of the Canadian Armed Forces may not be insured.

Return Receipt

Not available.

Certificate of Mailing

Available, see Table 6-1.

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TEC LESSON

Postal Union Mail

Germany, Federal Republic of

(West Germany)

Geographic Location:
Western Europe(H3)

Conditions for Mailing

Definition of Postal Union Articles

See Table 1, for comparative features and 220 for detailed characteristics.

Prohibitions and Restrictions

Prohibitions

Articles prohibited or restricted as parcel post are prohibited or restricted in the postal union mail.

See Table 2, for a cross-reference guide to general prohibitions and restrictions in 221.1 and the *Domestic Mail Manual*.

Other Conditions for Mailing

For weight and size limits, preparation requirements, Customs forms required, and marking and endorsing, see Table 3-5 for printed matter, Table 3-6 for matter for the blind, and Table 3-7 for small packets, or see 220, Conditions for Mailing.

Observations

1 Envelopes must not have innerlining or carry any indication other than the addresses of the sender and addressee and necessary postal directions.

2 Box numbers may be used as part of the address provided the name of the box holder is shown.

3 Senders preparing direct sacks of prints in accordance with 224.9 must affix to the address tags of such sacks the green customs label (Form 2976) described in 221.42.

Postage Rates

Letters and Letter Packages

Airmail Rates

Weight not over	Rate	Weight not over	Rate
½ ozs	$0.40	8 ½ ozs	$6.15
1	.80	9	6.50
1 ½	1.20	9 ½	6.85
2	1.60	10	7.20
2 ½	1.95	10 ½	7.55
3	2.30	11	7.90
3 ½	2.65	11 ½	8.25
4	3.00	12	8.60
4 ½	3.35	12 ½	8.95
5	3.70	13	9.30
5 ½	4.05	13 ½	9.65
6	4.40	14	10.00
6 ½	4.75	14 ½	10.35
7	5.10	15	10.70
7 ½	5.45	15 ½	11.05
8	5.80	16	11.40

For weights over 16 ounces (1 pound), see Table 3-1 (Col. B).

Letters and Letter Packages

Surface Rates

Weight not over	Rate	Weight not over	Rate
0 lbs 1 ozs	$0.30	1 lbs 0 ozs	$2.76
0 2	.47	1 8	3.78
0 3	.64	2 0	4.80
0 4	.81	2 8	5.55
0 5	.98	3 0	6.30
0 6	1.15	3 8	7.05
0 7	1.32	4 0	7.80
0 8	1.49		

Weight limit: 4 pounds.
Size limits: See Table 3-2.

Post Cards

Airmail rate: $0.28.
Surface rate: $0.19.

Aerogrammes

Rate: $0.30.
No enclosures permitted.

Printed Matter, Matter for the Blind, and Small Packets

Airmail Rates

Weight not over	Rate	Weight not over	Rate
0 lbs 1 ozs	$0.60	1 lb 2 ozs	$4.90
0 2	.96	1 4	5.36
0 3	1.32	1 6	5.82
0 4	1.68	1 8	6.28
0 6	2.14	1 10	6.74
0 8	2.60	1 12	7.20
0 10	3.06	1 14	7.66
0 12	3.52	2 0	8.12
0 14	3.98	2 8	9.96
0 16	4.44	3 0	11.80
		3 8	13.64
		4 0	15.48

For weights over 4 pounds, see Table 3-4 (Col. B).

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Printed Matter, Matter for the Blind, and Small Packets,

Surface Rates

Weight not over	Regular printed matter	Books & sheet music	Publishers periodicals	Small packets
0 lbs 1 ozs	$0.23	$0.83	$0.12	$0.23
0 2	.37	.83	.17	.37
0 3	.54	.83	.22	.54
0 4	.71	.83	.27	.71
0 6	.85	.83	.36	.85
0 8	.85	.83	.46	.95
0 10	1.14	.83	.55	1.14
0 12	1.36	.83	.65	1.36
0 14	1.58	.83	.74	1.58
0 16	1.81	.83	.83	1.81
1 2	1.81	1.38	.90	1.81
1 4	1.94	1.38	.97	1.94
1 6	2.07	1.38	1.04	2.07
1 8	2.21	1.38	1.11	2.21
1 10	2.35	1.38	1.17	2.35
1 12	2.49	1.38	1.24	2.49
1 14	2.62	1.38	1.31	2.62
2 0	2.76	1.38	1.38	2.76
3 0	3.31	1.66	1.66	2 lbs. maximum
4 0	3.86	1.93	1.93	
5 0	4 lbs. maximum	2.41	4 lbs. maximum	
6 0	*except* for catalogs	2.89		
7 0	and directories	3.37		
8 0	which can weigh	3.85		
9 0	up to 11 pounds	4.33		
10 0	$0.96 each	4.81		
11 0	additional pound over 4 pounds up to 11 pounds	5.29 11 lbs. maximum		
Direct sack to one addressee (M bag) Minimum 15 lbs. Maximum 66 lbs.	$0.86 per pound or fraction	$0.43 per pound or fraction	$0.43 per pound or fraction	
Matter for the blind Free up to 15 pounds (See Table 3-6)				

Special Services

For summary features, see Table 4

Registry Service

Fee $3.25
Maximum Indemnity $25.20

Return Receipt

Available for registered mail only
Fee $0.60

Restricted Delivery

Fee $1.00

Special Delivery

Class of Mail	Not over 2 pounds	Not over 10 pounds	Over 10 pounds
Letters, letter packages, post cards, and other articles (air only)	$2.10	$2.35	$3.00
Other articles (surface only)	2.35	3.00	3.40

Special Handling

Available for surface mail only

Weight	Fee
Not over 10 lbs.	$0.75
Over 10 lbs.	$1.30

Insurance

Not available

Certificate of Mailing

Available, see Table 6-1

Money Orders

Use Form 6701

Amount of Money Order	Fee
$0.01 to $25	$1.30
$25.01 to $50	$1.50
$50.01 to $500	$1.80

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Parcel Post

Germany, Federal Republic of

(West Germany)

Conditions for Mailing

Definition

See Table 1, for comparative features and 321 for detailed characteristics.

Prohibitions and Restrictions

Prohibitions

Firearms which can be folded, shortened or dismantled rapidly, or are not in the usual form of hunting or sporting guns; aiming lights and guns equipped with them.

Other firearms require permission of the German authorities which the addressee must obtain to import them.

Playing cards, except in complete decks properly wrapped.

Live bees.

Uncooked meat products.

Articles bearing political or religious notations on the address side.

See Table 2, for a cross-reference guide to general prohibitions and restrictions in 323 and the *Domestic Mail Manual*.

Observations

1. The following items, when sent as parcel post, must be insured: Coins, bank notes, currency notes, or any kind of securities payable to bearer; platinum, gold, or silver (whether manufactured or unmanufactured); precious stones, jewelry, or other precious articles.

2. The import of cooked meat and meat products into the Federal Republic of Germany is subject to strict regulation. To comply with German import regulations for individual gift shipments, write to the Federal Ministry of Health, 53 Bonn/Bad Godesberg, Postfach 49, Federal Republic of Germany. For commercial shipment of cooked meat or meat products, contact the Foreign Programs Staff, U.S. Department of Agriculture, Washington, DC 20250.

3. The customs treatment of gift parcels will be facilitated if the customs declaration is marked by the sender "Private Geschenksendung" (personal gift package).

4. Each commercial parcel exceeding 240 DM ($60) in value must have enclosed an invoice in duplicate.

Forms Required

2966-A, 2966, 2972: one copy each required.

Sealing

Insured parcels must, and ordinary parcels may, be sealed.

Size Limits

General Dimensions

Greatest length: 48 inches.

Greatest length & girth combined: 72 inches.

Exception

When the length exceeds 42 inches up to a maximum of 48 inches, the girth may not exceed 20 inches.

For **Preparation Requirements**, and **Marking & Endorsing**, see Table 3-8 (summary conditions) or 320 (detailed conditions).

Postage Rates

Surface Parcel Post Rates

Weight not over	Rate	Weight not over	Rate
2 lbs	$3.25	23 lbs	$25.35
3	4.30	24	26.35
4	5.35	25	27.40
5	6.40	26	28.45
6	7.45	27	29.50
7	8.50	28	30.55
8	9.55	29	31.60
9	10.60	30	32.65
10	11.65	31	33.70
11	12.70	32	34.75
12	13.75	33	35.80
13	14.80	34	36.85
14	15.85	35	37.90
15	16.90	36	38.95
16	17.95	37	40.00
17	19.00	38	41.05
18	20.05	39	42.10
19	21.10	40	43.15
20	22.15	41	44.20
21	23.20	42	45.25
22	24.25	43	46.30
		44	47.35

Weight limit: 44 pounds.

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Air Parcel Post Rates

Weight not over		Rate	Weight not over		Rate	Weight not over		Rate	Weight not over		Rate
0 lbs.	4 ozs.	$4.60	9 lbs.	0 ozs.	$34.50	22 lbs.	8 ozs.	$77.70	36 lbs.	0 ozs.	$120.90
0	8	5.50	9	8	36.10	23	0	79.30	36	8	122.50
0	12	6.40	10	0	37.70	23	8	80.90	37	0	124.10
1	0	7.30	10	8	39.30	24	0	82.50	37	8	125.70
1	4	8.20	11	0	40.90	24	8	84.10	38	0	127.30
1	8	9.10	11	8	42.50	25	0	85.70	38	8	128.90
1	12	10.00	12	0	44.10	25	8	87.30	39	0	130.50
2	0	10.90	12	8	45.70	26	0	88.90	39	8	132.10
2	4	11.80	13	0	47.30	26	8	90.50	40	0	133.70
2	8	12.70	13	8	48.90	27	0	92.10	40	8	135.30
2	12	13.60	14	0	50.50	27	8	93.70	41	0	136.90
3	0	14.50	14	8	52.10	28	0	95.30	41	8	138.50
3	4	15.40	15	0	53.70	28	8	96.90	42	0	140.10
3	8	16.30	15	8	55.30	29	0	98.50	42	8	141.70
3	12	17.20	16	0	56.90	29	8	100.10	43	0	143.30
4	0	18.10	16	8	58.50	30	0	101.70	43	8	144.90
4	4	19.00	17	0	60.10	30	8	103.30	44	0	146.50
4	8	19.90	17	8	61.70	31	0	104.90			
4	12	20.80	18	0	63.30	31	8	106.50			
5	0	21.70	18	8	64.90	32	0	108.10			
5	8	23.30	19	0	66.50	32	8	109.70			
6	0	24.90	19	8	68.10	33	0	111.30			
6	8	26.50	20	0	69.70	33	8	112.90			
7	0	28.10	20	8	71.30	34	0	114.50			
7	8	29.70	21	0	72.90	34	8	116.10			
8	0	31.30	21	8	74.50	35	0	117.70			
8	8	32.90	22	0	76.10	35	8	119.30			

Weight limit: 44 pounds

Special Services

For summary features, see Table 4

Special Handling

Available for surface parcels to US exchange office only.

Weight	Fee
Not over 10 lbs.	$0.75
Over 10 lbs.	$1.30

Insurance

See 435.22 for required endorsements and markings.

Indemnity			Fee
$ 0.01	to	$ 20.00	$0.85
20.01	to	50.00	1.10
50.01	to	100.00	1.65
100.01	to	200.00	2.35
200.01	to	300.00	3.85
300.01	to	400.00	5.10
400.01	to	420.00	5.40

The same endorsement required by 435.22 must also be shown in the appropriate space on the dispatch note (Form 2972).

Return Receipt

Available for insured parcels only.

Fee: $0.60

Certificate of Mailing

Available, see Table 6-1.

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Postal Union Mail

Turkey

Geographic Location: Southern Europe (J4)

Conditions for Mailing

Definition of Postal Union Articles

See Table 1 for comparative features and 220 for detailed characteristics.

Prohibitions and Restrictions

Coins, values payable to bearer, manufactured or unmanufactured platinum, gold, or silver, precious stones, jewelry, and other precious articles. (However, registered letters may contain paper money.)

Stocks, bonds, and coupons, unless addressed to the Central Bank of the Turkish Republic, require the authorization from the Turkish exchange control authorities.

Turkish money, as well as checks and drafts expressed in Turkish money, require authorization from the ministry of Finance. If imported without advance permission, such remittances are liable to confiscation.

Articles prohibited or restricted as parcel post are prohibited or restricted in the postal union mail.

See Table 2, for a cross-reference guide to general prohibitions and restrictions in 221.1 and the *Domestic Mail Manual*.

Other Conditions for Mailing

For weight and size limits, preparation requirements, Customs forms required, and marking and endorsing, see Table 3-5 for printed matter, Table 3-6 for matter for the blind, and Table 3-7 for small packets, or see 220, Conditions for Mailing.

Postage Rates

Letters and Letter Packages

Airmail Rates

Weight not over	Rate	Weight not over	Rate
½ ozs.	$0.40	8 ½ ozs.	$6.15
1	.80	9	6.50
1 ½	1.20	9 ½	6.85
2	1.60	10	7.20
2 ½	1.95	10 ½	7.55
3	2.30	11	7.90
3 ½	2.65	11 ½	8.25
4	3.00	12	8.60
4 ½	3.35	12 ½	8.95
5	3.70	13	9.30
5 ½	4.05	13 ½	9.65
6	4.40	14	10.00
6 ½	4.75	14 ½	10.35
7	5.10	15	10.70
7 ½	5.45	15 ½	11.05
8	5.80	16	11.40

For weights over 16 ounces (1 pound), see Table 3-1 (Col. B).

Letters and Letter Packages

Surface Rates

Weight not over	Rate	Weight not over	Rate
0 lbs. 1 ozs.	$0.30	1 lbs. 0 ozs.	$2.76
0 2	.47	1 8	3.78
0 3	.64	2 0	4.80
0 4	.81	2 8	5.55
0 5	.98	3 0	6.30
0 6	1.15	3 8	7.05
0 7	1.32	4 0	7.80
0 8	1.49		

Weight limit: 4 pounds
Size limits: See Table 3-2

Post Cards

Airmail rate: $0.28
Surface rate: $0.19

Aerogrammes

Rate: $0.30
No enclosures permitted.

Printed Matter, Matter for the Blind, and Small Packets

Airmail Rates

Weight not over	Rate	Weight not over	Rate
0 lbs. 1 ozs.	$0.60	1 lb. 2 ozs.	$4.90
0 2	.96	1 4	5.36
0 3	1.32	1 6	5.82
0 4	1.68	1 8	6.28
0 6	2.14	1 10	6.74
0 8	2.60	1 12	7.20
0 10	3.06	1 14	7.66
0 12	3.52	2 0	8.12
0 14	3.98	2 8	9.96
0 16	4.44	3 0	11.80
		3 8	13.64
		4 0	15.48

For weights over 4 pounds, see Table 3-4 (Col. B).

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Printed Matter, Matter for the Blind, and Small Packets,

Surface Rates

Weight not over	Regular printed matter	Books & sheet music	Publishers periodicals	Small packets
0 lbs 1 ozs	$0.23	$0.83	$0.12	$0.23
0 2	.37	.83	.17	.37
0 3	.54	.83	.22	.54
0 4	.71	.83	.27	.71
0 6	.85	.83	.36	.85
0 8	.95	.83	.46	.95
0 10	1.14	.83	.55	1.14
0 12	1.36	.83	.65	1.36
0 14	1.58	.83	.74	1.58
0 16	1.81	.83	.83	1.81
1 2	1.81	1.38	.90	1.81
1 4	1.94	1.38	.97	1.94
1 6	2.07	1.38	1.04	2.07
1 8	2.21	1.38	1.11	2.21
1 10	2.35	1.38	1.17	2.35
1 12	2.49	1.38	1.24	2.49
1 14	2.62	1.38	1.31	2.62
2 0	2.76	1.38	1.38	2.76
3 0	3.31	1.66	1.66	2 lbs. maximum
4 0	3.86	1.93	1.93	
5 0	4 lbs. maximum	2.41	4 lbs. maximum	
6 0	*except* for catalogs	2.89		
7 0	and directories	3.37		
8 0	which can weigh	3.85		
9 0	up to 11 pounds	4.33		
10 0	$0.96 each	4.81		
	additional pound			
11 0	over 4 pounds	5.29		
	up to 11 pounds.	11 lbs. maximum		
Direct sack to one addressee (M bag) Minimum 15 lbs. Maximum 66 lbs.	$0.86 per pound or fraction	$0.43 per pound or fraction	$0.43 per pound or fraction	
Matter for the blind. Free up to 15 pounds (See Table 3-6)				

Special Services

For summary features, see Table 4

Registry Service

Fee: $3.25
Maximum Indemnity: $25.20

Return Receipt

Available for registered mail only.
Fee: $0.60

Restricted Delivery

Fee: $1.00

Special Delivery

Class of Mail	Not over 2 pounds	Not over 10 pounds	Over 10 pounds
Letters, letter packages, post cards, and other articles (air only)	$2.10	$2.35	$3.00
Other articles (surface only)	2.35	3.00	3.40

Special Handling

Available for surface mail only.

Weight	Fee
Not over 10 lbs.	$0.75
Over 10 lbs.	$1.30

Insurance

Not available.

Certificate of Mailing

Available, see Table 6-1.

Money Orders

Not available.

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Parcel Post — Turkey

Conditions for Mailing

Definition

See Table 1, for comparative features and 321 for detailed characteristics.

Prohibitions and Restrictions

Prohibitions

For sanitary reasons: Used bedding, linens, clothing, carpets, empty sacks, etc., not accompanied by a certificate of origin attesting their disinfection.

Saccharine and similar substances, except in small quantities for scientific and medical use.

Quinine, its derivatives and salts, as well as other medicaments for fever, neosalvarsan and similar compounds unless addressed to the Red Crescent Association.

Clinical thermometers must be accompanied by an official certificate of inspection.

Arms, munitions, etc.: Saltpeter; empty cartridges.

Arms and munitions of war and their accessories.

Secret and prohibited arms (pomiards, bayonets, sword canes, air guns, etc.).

Gas masks and all other material for protection against gas, unless addressed to the Red Crescent Association.

State monopolies, etc.: Salt.

The following may be imported only by the Monopoly Administration: Tobacco and its products, cigarette paper and apparatus for making cigarettes; tobacco seed; tea; playing cards other than children's games.

For other reasons: Military goods (other than those imported by the Government).

Containers bearing names or trade-marks of foreign firms.

Tablets of acetylsalicylic acid (American brands).

Silver coins and all foreign coins (except gold coins and ancient coins for collections).

Calculating machines, unless imported by the Government.

Glasses magnifying more than eight times, unless ordered by the Government.

Coins, bank notes, currency notes, securities, payable to bearer, platinum, gold or silver (manufactured or unmanufactured); precious stones, jewels, or other precious articles sent as parcel post must be insured.

Import Restrictions

The attention of senders should be called to the following requirements, which are to be met by addressees.

Import license must be obtained for many types of merchandise, and others are subject to import quotas.

The permission of the competent Turkish authorities is required for the importation of pharmaceutical specialties, except small quantities for medical or veterinary use or samples for physicians; also for remedies and equipment to be used in combating plant diseases.

See Table 2, for a cross-reference guide to general prohibitions and restrictions in 323 and the *Domestic Mail Manual*.

Observations

1. The value and net weight of each kind of article or goods must be shown on the customs declarations, also the country of origin of the merchandise.

2. Each commercial parcel for Turkey must have enclosed a combined certificate of origin and consular invoice, which must be certified by a chamber of commerce or other trade organization or by a notary public, and be legalized by a Turkish consul. Each commercial shipment of printed matter, such as books, newspapers, or magazines, must likewise be accompanied by an invoice and, except in the case of daily newspapers, by a certificate of origin also.

Forms Required

2966-A, 1972: one copy each required.

Sealing

Insured parcels must, and ordinary parcels may, be sealed.

Size Limits

General Dimensions

Greatest length: 42 inches.

Greatest length & girth combined: 72 inches.

Exceptions

1. Length may be up to 44 inches provided girth does not exceed 24 inches.

2. Length may be up to 46 inches provided girth does not exceed 20 inches.

3. Length may be up to 48 inches provided girth does not exceed 16 inches.

For **Preparation Requirements**, and **Marking & Endorsing**, see Table 3.8 (summary conditions) or 320 (detailed conditions).

Postage Rates

Surface Parcel Post Rates

Weight not over	Rate	Weight not over	Rate
2 lbs	$3.25	23 lbs	$25.30
3	4.30	24	26.35
4	5.35	25	27.40
5	6.40	26	28.45
6	7.45	27	29.50
7	8.50	28	30.55
8	9.55	29	31.60
9	10.60	30	32.65
10	11.65	31	33.70
11	12.70	32	34.75
12	13.75	33	35.80
13	14.80	34	36.85
14	15.85	35	37.90
15	16.90	36	38.95
16	17.95	37	40.00
17	19.00	38	41.05
18	20.05	39	42.10
19	21.10	40	43.15
20	22.15	41	44.20
21	23.20	42	45.25
22	24.25	43	46.30
		44	47.35

Weight limit: 44 pounds.

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Air Parcel Post Rates

Weight not over	Rate	Weight not over	Rate	Weight not over	Rate	Weight not over	Rate
0 lbs. 4 ozs.	$4.60	9 lbs. 0 ozs.	$34.50	22 lbs. 8 ozs.	$77.70	36 lbs. 0 ozs.	$120.90
0 8	5.50	9 8	36.10	23 0	79.30	36 8	122.50
0 12	6.40	10 0	37.70	23 8	80.90	37 0	124.10
1 0	7.30	10 8	39.30	24 0	82.50	37 8	125.70
1 4	8.20	11 0	40.90	24 8	84.10	38 0	127.30
1 8	9.10	11 8	42.50	25 0	85.70	38 8	128.90
1 12	10.00	12 0	44.10	25 8	87.30	39 0	130.50
2 0	10.90	12 8	45.70	26 0	88.90	39 8	132.10
2 4	11.80	13 0	47.30	26 8	90.50	40 0	133.70
2 8	12.70	13 8	48.90	27 0	92.10	40 8	135.30
2 12	13.60	14 0	50.50	27 8	93.70	41 0	136.90
3 0	14.50	14 8	52.10	28 0	95.30	41 8	138.50
3 4	15.40	15 0	53.70	28 8	96.90	42 0	140.10
3 8	16.30	15 8	55.30	29 0	98.50	42 8	141.70
3 12	17.20	16 0	56.90	29 8	100.10	43 0	143.30
4 0	18.10	16 8	58.50	30 0	101.70	43 8	144.90
4 4	19.00	17 0	60.10	30 8	103.30	44 0	146.50
4 8	19.90	17 8	61.70	31 0	104.90		
4 12	20.80	18 0	63.30	31 8	106.50		
5 0	21.70	18 8	64.90	32 0	108.10		
5 8	23.30	19 0	66.50	32 8	109.70		
6 0	24.90	19 8	68.10	33 0	111.30		
6 8	26.50	20 0	69.70	33 8	112.90		
7 0	28.10	20 8	71.30	34 0	114.50		
7 8	29.70	21 0	72.90	34 8	116.10		
8 0	31.30	21 8	74.50	35 0	117.70		
8 8	32.90	22 0	76.10	35 8	119.30		

Weight limit: 44 pounds.

Special Services

For summary features, see Table 4.

Special Handling

Available for surface parcels to US exchange office only.

Weight	Fee
Not over 10 lbs.	$0.75
Over 10 lbs.	$1.30

Insurance

See 435.22 for required endorsements and markings.

Indemnity			Fee
$ 0.01	to	$ 20.00	$0.85
20.01	to	50.00	1.10
50.01	to	100.00	1.65
100.01	to	200.00	2.35
200.01	to	300.00	3.85
300.01	to	400.00	5.10
400.01	to	420.00	5.40

The endorsement required by 435.22 must also be shown in the appropriate space on the dispatch note (Form 2972).

Return Receipt

Available for insured parcels only.

Fee: $0.80.

Certificate of Mailing

Available, see Table 6-1.

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ANSWERS TO SELF-EVALUATION EXERCISE

6. Letter package, small packet, Parcel Post
10. Small packet
13. 2976 and 2976-A
14. ----
15. $1.81
16. ----
18. $1.81
20. SMALL PACKET
21. Bar cancellor
22. ----

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The total value of this test is 23 points. In order to pass, a soldier must score at least 18 points. Award points as indicated by the number in parentheses, i.e., (1).

1. 6. Letter (1)
10. Postal Union (1)
13. ---- (1)
14. 3806 (1)
15. $3.70 (1)
16. $3.25 (1)
18. $6.95 (1)
20. Label 29 (1), Label 200 (1)
21. Double Oval (1)
22. APDS at all intersecting seams and flaps. (1)

2. 6. Parcel Post (1)
10. Parcel Post (1)
13. 2966-B (1)
14. 3813-P (1)
15. $12.70 (1)
16. $1.65 (1)
18. $14.35 (1)
20. INSURED NO. *V14 348120* (1),
INSURED VALUE (1)
$56.00 (U.S.)
Fifty-six Dollars and No Cents
133.34 Gold Francs (1)
21. Bar canceller (1)
22. APDS at all intersecting seams, tears, and tape ends. (1)

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